

Date:

April 10, 2007

B&F

To:

Honorable Joe A. Martinez, Chairperson and Members, Budget & Finance Committee

Agenda Item No. 7(B)

From:

George M. Burge

County Manager

Subject:

Departmental Budget Presentations

As requested, the Office of Strategic Business Management (OSBM) has prepared budget presentation packages for your review. Please keep in mind that analysis continues to be performed as we work toward preparing the proposed resource allocation plan including the potential impact of budget reductions. As this information is compiled and reviewed, it will be made available for your consideration.

As part of each package (as applicable), OSBM has prepared an explanation for each of the questions raised during the previous budget presentations. The budget presentation report contains information that will assist you when reviewing departmental resource allocation proposals. The financial information provided in these packages is generalized from Resourcing for Results On-line application, a system developed to allow for real-time updates and access not only for County departments, but also for the Commission Auditor.

Following is a description for each of the areas of information presented in the packages before you today.

The Table of Organization (TO) contains departmental functional and staffing information. The functional component details each of the divisions of the department and a brief description of the responsibilities each division. The staffing chart details position information by position title and count. In addition as requested by the committee, each functional TO reflects total number of positions, total number of vacant positions, and the value of those vacant positions. Further information was requested regarding individual position responsibilities. This information is being compiled and will be presented as soon as it is available.

Immediately following the TO section, you will see the budget highlight information that was included in the FY 2006-07 Adopted Budget documents, as a reference, to assist you when reviewing the performance information within each department. This section includes the department issues page, which reflects a summary of issues that the department will address as part of the FY 2007-08 resource allocation process.

The general financial summary describes the preliminary financial information that contains all revenue and expenditure categories including but not limited to salary, overtime salary, fringes, overtime fringes, operating and capital expenditures, and non-operating expenditures that include debt service payments, reserves, transfers, etc. The financial summary also includes budgeted and filled full-time position counts, performance, enhancements and reductions information detailed by departmental activity. To further assist you in your review, you will notice the Department Summary Non-Operating Summary that reflects the department's debt service payments, transfers, and reserves.

Honorable Joe Martinez, Chairperson and Members, Budget & Finance Committee Page 2

Also included is a section called "Payments To and From Other Departments," a summary of payments services rendered to departments by other departments. This section is broken down into two areas: "To" and "From." The "To" section, identifies those payments to other departments for specific services rendered. The "From" section, identifies those payments received from other departments for specific services rendered. "To-From" transactions are displayed as one of the following: (1) a reimbursement to expenditures such as the Performing Arts Center reimbursing the Procurement Management Department for the use of a Senior Procurement Contracting Officer (for FY 2006-07); or (2) a proprietary revenue to the department such as Corrections and Rehabilitation providing lawn and ground maintenance services (Inmate Industry) paid by the General Services Administration.

Also included is the Selected Line Item Highlights page that details selected line item expenditures that are of interest to various stakeholders.

The last piece of the financial summary is the Capital Funded Requests Revenue Summary, which details capital projects being requested for the new fiscal year in addition to revenues that may have been projected for the current year and previous years and the Capital Funded Requests Expenditure Summaries which details the projected expenditure on capital project for the same years.

Jennifer Glazer-Moon, Director

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Office of Strategic Business Management

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Agenda Item No.

Departmental Budget Presentations

Budget and Finance Committee

Commission Auditor

Board of County Commissioners FY 2007-08

TABLE OF ORGANIZATION

MEDIA, PROTOCOL, AND EMPLOYEE RECOGNITION

- Produces quarterly Commission newspaper
- Produces, coordinates, and schedules radio and TV programs
- Prepares media kits and informational/ educational materials
- Conducts necessary research for the Office of the Chairman and members of the Board of County Commissioners (BCC)
- Coordinates and assists with events for all 13 Commissioners
- Coordinates all protocol and employee recognition functions for the Office of the Chairman and Members of the BCC
- Coordinates/liases Commission protocol, dignitary visits, Consular Corps, and Intergovernmental Visits and promotes the Sister Cities program

OFFICE OF THE CHAIRMAN

- Serves as chief presiding officer of the legislative and governing body of County government
- Establishes Committee System
- Appoints members to all Commission Committees and Subcommittees
- Provides guidance/leadership to Commission Committees on legislative issues of countywide significance
- Oversees the efficient and productive assignment and scheduling of legislation
- Oversees process to appoint members to advisory boards, authorities, trusts, and committees
- Coordinates Commission and Committee calendars
- Presides over all Board of County Commissioners meetings
- Oversees Commission Sergeant-at-Arms, Support, Employee Recognition, and Protocol staffs
- Liaises and coordinates workplan with the Office of Intergovernmental Affairs
- Liaises and coordinates workplan with the Office of Commission Auditor

SUPPORT STAFF SERVICES

- Provides support staff to the Chairman and BCC
- Coordinates with Sergeantsat-Arms to maintain decorum at meetings and security for Commissioners

OFFICE OF COMMISSION AUDITOR AND LEGISLATIVE ANALYSIS

- Provides independent budgetary, audit, management, revenue forecasting, and fiscal analysis of Board policies, County services, and contracts
- Provides objective and critical analysis of proposed legislation for Board consideration
- Conducts research and policy analysis and assists in formulating and developing legislation

COUNTY COMMISSION

- Comprised of 13 single-member districts that reflect the diversity and unique demographics of one of the nation's largest metropolitan areas
- Establishes regulations, laws, and fiscal policies that best serve the interests of our community and visitors
- Oversees essential public services, including planning and zoning and fiscal administration and ensures citizen participation and interaction at every level of local government
- Develops framework for promulgating legislative and policy priorities to ensure accountability, transparency, and efficiency

OFFICE OF INTERGOVERNMENTAL AFFAIRS

 Coordinates the County's intergovernmental relations at the local, state, and federal levels



REPORT 3: DEPARTMENTAL SUMMARY BY SUB-ACTIVITY Department: Board of County Commissioners (\$ in 000s)

Activity: Office of Commission Auditor

Sub-Activity:

Strategic Area: PF

Fund: 010

A) ISSUES OF THIS ACTIVITY

REVENUE FY 2001-02 FY 2002-03 FY 2003-04 FY 2004-05 FY 2006-07 FY 2006-07 FY 2006-07 FY 2006-07 FY 2006-07 FY 2007-08 REVENUE Actual Actual Actual Actual Actual Actual Actual Actual FY 2006-07 FY 2006-07 FY 2006-07 FY 2007-08 CW General Fund So SS SSB8 SSB8 SSB1 SS1:190 SS1:190 SS1:277 SS1:190 SS1:277 SS1:190 SS1:277 SSC0	B) OPEKA	B) OPEKALING BUDGEL		KEVENUES AND EXPENDITURES	(PENDIOR	ES.				phisonum
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tal \$0 \$0 \$13 \$21 \$7 \$9 \$8 \$8 \$0 \$1,489 \$1,485 \$1,486 \$2,0		Other Operating	O\$	0\$	\$85	\$177	96\$	\$120	\$115	\$120
\$0 \$0,469 \$1,469 \$1,485 \$1,945 \$1,886		Capital	90	0\$	\$13	\$21	\$7	\$6	\$\$	8\$
	TOTAL OPERAT EXPENDITURES	ING	0\$	0\$	\$149	\$1,469	\$1,485	\$1,945	\$1,886	\$2,072

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REPORT 16: PERFORMANCE INFORMATION BY SUB-ACTIVITY

Department: Board of County Commissioners

(\$ in 000s)

Strategic Area: PF Fund: 010 D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL) FY 2001-02 FY 2001-0										
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Number of legislative analysis produced during fiscal year (excess) Comments/Justification: Providing meaningful legislative research and analytical analysis to support regular commission. Comments/Justification: Providing meaningful legislative research and analytical analysis to support regular commission. Percent of departmental budgets reviewed during the resource allocation process. Comments/Justification: Review all departmental budgets, attend resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan NIA NIA Someting the month is permonth in the permonth in the permonth in the resource allocation process. Percent of legislative research and analytical analysis to support regular commission, committee, and sub-committee meetings as we see that the commission is process. Someting the resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan NIA NIA Someting the resource allocation process. Percent of legislative research and analytical analysis to support regular commission, committee, and sub-committee meetings as we see that meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan NIA Someting the resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan NIA Someting the resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan NIA Someting the resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance with adopted work plan Someting the resource allocation meetings are month. Someting the resource allocation meetings are month. Someting the resource allocation meetings and meet with departments, OSBM staff and County Manager's staff as accordance allocation.	Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base BudgetSubmission	DesiredOutcom
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75% 75% 95% 95% 95% 85% 85% and meet with departments, OSBM staff and County Manager's st 50% 60% 100% 100% 100% 100%	Comments/Justification: Providi workshops or special meetings of	ing meaningful the Commissio	legislative res	search and a	analytical ana	lysis to supp	ort regular co	ommission, con	mittee, and sub-committee	meetings as well ह
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	Percent of audit projects performed in accordance with adopted work plan			ALLE TO PROPERTY OF THE PARTY O		%09	100%		100%	ES8-1

Interdepartmental Funds Transfer Office of the Commission Auditor FY 2007-08

		•				
DEPTS	Actual FY 2002-03	Actual FY 2003-04	Actual FY 2004-05	Actual FY 2005-06	Budget FY 2006-07	Proposed FY 2007-08
Tourist Dev.	30,000	30,000	30,000	30,000	0	0
Plann/Zoning	16,500	17,000	17,000	17,000	17,000	17,000
DERM	16,500	17,000	17,000	17,000	17,000	17,000
WASD	16,500	17,000	17,000	17,000	17,000	17,000
Solid Waste	16,500	17,000	17,000	17,000	17,000	17,000
Housing Agency	10,000	11,000	11,000	11,000	11,000	11,000
OCED	10,000	4,000	4,000	4,000	4,000	4,000
Empower Zone		10,000	10,000	10,000	10,000	10,000
Finance	16,000	16,000	16,000	16,000	16,000	16,000
Consumer	10,000	11,000	11,000	11,000	11,000	11,000
Seaport	30,000	32,000	32,000	32,000	32,000	32,000
Building	30,000	31,000	31,000	31,000	31,000	31,000
BCCo	30,000	31,000	31,000	31,000	31,000	31,000
OCI	30,000	31,000	31,000	31,000	31,000	31,000
	262,000	275,000	275,000	275,000	245,000	245,000

Intergovernmental Affairs

Board of County Commissioners FY 2007-08

TABLE OF ORGANIZATION

MEDIA, PROTOCOL, AND EMPLOYEE RECOGNITION

- Produces quarterly Commission newspaper
- Produces, coordinates, and schedules radio and TV programs
- Prepares media kits and informational/ educational materials
- Conducts necessary research for the Office of the Chairman and members of the Board of County Commissioners (BCC)
- Coordinates and assists with events for all 13 Commissioners
- Coordinates all protocol and employee recognition functions for the Office of the Chairman and Members of the BCC
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OFFICE OF THE CHAIRMAN

- Serves as chief presiding officer of the legislative and governing body of County government
- Establishes Committee System
- Appoints members to all Commission Committees and Subcommittees
- Provides guidance/leadership to Commission Committees on legislative issues of countywide significance
- Oversees the efficient and productive assignment and scheduling of legislation
- Oversees process to appoint members to advisory boards, authorities, trusts, and committees
- Coordinates Commission and Committee calendars
- Presides over all Board of County Commissioners meetings
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- Provides independent budgetary, audit, management, revenue forecasting, and fiscal analysis of Board policies, County services, and contracts
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- Oversees essential public services, including planning and zoning and fiscal administration and ensures citizen participation and interaction at every level of local government
- Develops framework for promulgating legislative and policy priorities to ensure accountability, transparency, and efficiency

OFFICE OF INTERGOVERNMENTAL AFFAIRS

 Coordinates the County's intergovernmental relations at the local, state, and federal levels

REPORT 3: DEPARTMENTAL SUMMARY BY SUB-ACTIVITY Department: Board of County Commissioners

(\$ in 000s)

Activity: Intergovernmental Affairs

Sub-Activity:

Strategic Area: PF

Fund: 010

A) ISSUES OF THIS ACTIVITY

1 The FY 2006-07 budget did not include funding for the Tallahassee Dade Days activities. For FY 2007-08, it is necessary to include \$10,000 for activities, publications, promotional items, and graphic services associated with the event. In addition, OIA is actively participating in Florida Association of Counties and National Association of Counties events as a direct result of more commission involvement.

B) OPERA	B) OPERATING BUDGET		- REVENUES AND EXPENDITURES	XPENDITUI	RES				
	The rest of the rest of the rest of the second of the rest of the	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE									
CW	General Fund Countywide	0\$	0\$	0\$	\$80	\$330	\$427	\$427	\$444
UMSA	General Fund UMSA	0\$	\$0	0\$	\$38	\$141	\$183	\$183	\$190
INTERTRNF Interagency Transfers	Interagency Transfers	\$181	\$111	\$41	\$358	\$523	\$523	\$523	\$523
TOTAL REVENUE	5	\$181	\$111	\$41	\$476	\$994	\$1,133	\$1.133	\$1.157
EXPENDITURES	ES	100 m (m) (100 m) (100			O DE LA COLOR DE CONTRACTOR DE	ACCUPATION OF THE PROPERTY OF	***************************************	Account of the Control of the Contro	
The state of the s	Salary	\$56	6-10	\$-166	\$338	\$508	\$757	252\$	\$742 0
	Overtime Salary	0	0	0	0	0	0	0	0
	Fringe	\$40	\$52	\$48	\$72	\$140	\$174	\$174	\$185 0
	Overtime Fringe	0	0	0	0	0	0	0	0
	Other Operating	879	\$78	\$159	\$65	\$161	\$167	\$167	\$195 0

	Capital	9	0\$	80	5-7	9\$	\$35	\$32	\$35 0
TOTAL OPERATING EXPENDITURES	ATING 58	\$181	\$111	\$41	\$476	\$815	\$1,133	\$1,130	\$1,157
The state of the s	Debt Services	0	0	0	0	0	0	0	0
	Reserves	0	0	0	0	0	0	0	0
	Transfers	0	0	0	0	0	0	0	0
	OthrNonOper	0	0	0	0	0	0	0	0
	Intradeparment Transfer	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	IDITURES	\$181	\$111	\$41	\$476	\$815	\$1,133	\$1,130	\$1,157
	REVENUES LESS EXPENDITURES	0\$	0.9	0\$	0\$	8179	0\$	8	0%
Revenue to the General Fund	to the Fund								

C) POSITIONS

FY 2001-02 FY 2002-03 FY 2003-04 FY 2004-05 FY 2005-06 FY 2006-07 FY 2006-07 FY 2007-08	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
Actual Actual Actual Actual Budget Projection Base	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
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dgeted =		AND WAS COLORISON AND AND AND AND AND AND AND AND AND AN	Compression of the Compression o	And the second s				

D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)

FY 2002-03 FY 2003-04 FY 2004-05 FY 2005-06 FY 2006-07 FY 2006-07 FY 2007-08	
Deelro	Outcom List
FY 2007-08	Base Budget Submission
FY 2006-07	Projection
4-05 FY 2005-06 FY 2006-07 F	Budget
FY 2005-06	Actual
FY 2004-05	Actual
FY 2002-03 FY 2003-04 FY	Actual
FY 2002-03	Actual
FY 2001-02	Actual
FY 2001-02 FY 2002-03 FY 2003-04 FY 2004-05 FY 2005-06 FY 2006-07 FY 2006-07 FY 2007-08	Description

E) FY 2007-08 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)

PRIORITY DESCRIPTION CW UMSA OTHER TOTAL SALARY FRINGE OTHER CAPITAL APPROVED? CURRENT POSITION DESIRED COMMENTS/

CHANGE OUTCOMES JUSTIFICATION	The Tallahassee Dade Days event was reinstated in FY 2006-07. Funding is needed to cover expenses related to the activities, printed materials and promotional items that are distributed during the day of events.	The OIA/DC Office has proven to be a great success, as such it is necessary to hire a clerical person that can allow staff to perform legislative activities rather than day to day operations and answer phone calls
OUTCOMES List	ES8-2	ES9-2
CHANGE	0	Ο
YR. APP. OVERAGE?	2	8
	8	o Z
A TOTAL CONTRACTOR CON	0	2
OPER.	9	•
	0	φ
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COST	- 10	OS.
COST COST COST	6	0
COST	0	ග
COST	0	2
	Tallahassee Dade-Days Activity and Promotional Items funding	Administrative Clerk (part- time)
		7

Interagency Transfers
Intergovernmental Affairs
FY 2007- 08

DEPTS	Actual FY 2004-05	Actual FY 2005-06	Budget FY 2006-07	Proposed FY 200708
Aviation	55,000	81,000	81,000	81,000
BCCo	28,000	46,000	46,000	46,000
Building	32,000	39,000	39,000	39,000
DERM	78,000	115,000	115,000	115,000
Seaport	32,000	46,000	46,000	46,000
SWM	55,000	81,000	81,000	81,000
WASD	78,000	115,000	115,000	115,000
	358,000	523,000	523,000	523,000

Audit and Management

AUDIT AND MANAGEMENT SERVICES DEPARTMENT FUNCTIONAL TABLE OF ORGANIZATION

Department Totals

2006-2007 56 FTE

2007-2008

58 FTE

FY 06-07	AUDIT SERVICES AU205690	FY 07-08 FT- 51
	 Conducts operational, compliance, performance, information technology, and financial audits of County operations and external companies, contractors, and grantees 	
	* Performs special examinations and reviews at the request of the Mayor, Board of County Commissioners, and County Manager's Office	
	 Assesses the adequacy of internal controls, appraises resource management, and determines compliance with procedures, contract terms, laws, and regulations 	
	 Provides guidance to operating departments in selecting external auditors, establishing internal controls, and other audit-related matters 	
	* Furnishes staff support to law enforcement agencies and external auditors of the County	

Total Positions :		50
Total Vacant Positions:	_	3
Value of Vacant Positions:	\$	130,027

FY 06-07	ADMINISTRATIVE SUPPORT SERVICES	FY 07-0
FT- 6	AU205691	
*	Provides administrative and clerical support primarily in the areas of preparation and monitoring of budget, fiscal management, procurement, personnel administration, audit report processing, continuing professional education training for staff, inventory/file management, and information systems technical assistance	

Value of Vacant Positions: \$ 58,483 **Grand Total** <u>56</u> **Positions:**

Vacant Positions:

Value of Vacancies: \$ 188,510

2

Total Positions: Total Vacant Positions:

AUDIT AND MANAGEMENT SERVICES DEPARTMENT STAFFING CHART

Department Totals

2007-2008	58 FTE
2006-2007	56 FTE

20

\$ 130,027

Total Positions:
Total Vacant Positions:
Value of Vacant Positions:

06-07	Occ. Code	Audit Services - AU205690	02-08
1	6860	Department Director	-
1	8660	Deputy Director	_
4	0910	Audit Manager	5
	0915	EDP Audit Manager	_
∞	8060	Audit Supervisor	∞
_	0914	EDP Audit Supervisor	
10	9060	Senior Auditor	10
1	0912	Senior EDP Auditor	_
2	0911	Associate EDP Auditor	2
20	0904	Associate Auditor	20
1	0902	Assistant Auditor	
50			51

9	2	\$ 58,483
Total Positions:	Total Vacant Positions:	Value of Vacant Positions:

\$ 188,510	Value of Vacancies: \$ 188,510	
3	Vacant Positions:	
26	Positions:	Grand Total

20-90	Occ. Code	Administrative Services - AU205691	07-08
1	0296	Assistant to the Department Director	1
_	0831	Special Projects Administrator 1	0
0	0811	Administrative Officer 2	,
0	0810	Administrative Officer 1	Π
	9600	Senior Executive Secretary	_
	0094	Administrative Secretary	-
-	0013	Clerk 4	1
1	0021	Office Support Specialist 2	0
0	0012	Clerk 3	
9			7

Audit and Management

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES1-1: Clearly-defined performance expectations and standards (priority outcome)	Conduct planned audits and follow-up resolutions to assure key audit findings are appropriately and timely addressed; assure timely communication of audit results	Issue at least 40 percent of audit reports within 90 days after fieldwork completion
ES5-2: Retention of excellent employees	Retain existing staff and enhance staff development through on-going professional training	Enhance effectiveness in areas such as oversight, succession planning, and increased audit efficiency; retain sufficiently trained personnel to adequately address significant countywide audit risks; provide at least 40 hours annually of Continuing Professional Education (CPE) training to staff
ES8-1: Sound asset management and financial investment strategies	Conduct audits aimed at operational efficiency and effectiveness in County departments and agencies; produce constructive recommendations that are high-impact, yield dollar savings, foster process improvements, or result in cost avoidance; add two Associate Auditor positions (\$248,000) to provide direct auditing services to Miami-Dade Transit Department (MDT) with funds from MDT, a Deputy Director position (\$122,000) and four additional audit positions (\$300,000) supported by the General Fund to strengthen audit services and to provide greater departmental oversight	Develop an annual work plan focused on cost containment, revenue enhancement, service delivery, statutory and regulatory compliance related reviews; increase the number of issued reports to no less than 42 audit reports in FY 2006-07 from no less than 40 audit reports in FY 2005-06

Department: Audit and Management Services

(\$ in 000s)

Department-wide Issues

Additional Office Space requested. When all vacant positions are filled during FY'06-07, AMS will need additional office space for staff.

Audit Services Issues

- Add 1 audit manager position
- 2 Add five (5) auditor positions in FY 07-08

Administration Issues

- 1 Administrative Officer 1 position
- 2 Add Clerk 1 position

			GENER	AL DEPARTME	NTAL FINANCIA	L SUMMARY			
			Depa	rtment: Audit a	ınd Managemer	nt Services			
					in 000s)				
A) OPERATI	ING BUDGET		ND EXPENDITU			<u> </u>			
		FY 2001-02 Actual	FY 2002-03	FY 2003-04 Actual	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07 Projection	FY 2007-08
REVENUE		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
	General								
cw	Fund Countywide	\$1,241	\$1,307	\$2,192	\$2,179	\$2,599	\$3,384	\$3,384	\$3,638
UMSA	General Fund UMSA	\$668	\$704	\$1,181	\$1,026	\$1,114	\$1,449	\$1,449	\$1,558
INTERTRNF	Carryover	\$1,026	\$87	\$25	\$33	\$0	\$0	\$0	\$0
INTERTRNF	Fees for Services	\$1,000	\$2,000	\$1,008	\$1,210	\$1,210	\$1,458	\$1,458	\$1,510
TOTAL REVE	NUE	\$3,935	\$4,098	\$4,406	\$4,448	\$4,923	\$6,291	\$6,291	\$6,706
EXPENDITU		40,000	41,000	41,100	41,110	Ψ1,020	\$0,20 1	40,201	\$0,700
L	Salary	\$2,968	\$3,133	\$3,264	\$3,418	\$3,498	\$4,468	\$4,437	\$4,708
	Overtime Salary	\$0	\$1	\$2	\$1	\$0	\$2	\$2	\$2
	Fringe	\$691	\$704	\$810	\$815	\$884	\$1,176	\$1,146	\$1,295
	Overtime Fringe	0	0	0	0	0	0	0	0
	Other Operating	\$143	\$196	\$260	\$183	\$497	\$595	\$636	\$654
	Capital	\$46	\$39	\$37	\$31	\$44	\$50	\$50	\$47
TOTAL OPER		\$3,848	\$4,073	\$4,373	\$4,448	\$4,923	\$6,291	\$6,271	\$6,706
	Debt Services	0	0	0	0	0	0	0	0
	Reserves	0	0	0	0	0	0	0	0
	Transfers	0	0	0	0	0	0	0	0
	Other Non- Operating	0	0	0	0	0	0	0	0
TOTAL NON OPERATING EXPENDITUR		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPE	NDITURES	\$3,848	\$4,073	\$4,373	\$4,448	\$4,923	\$6,291	\$6,271	\$6,706
	NUES LESS ENDITURES	\$87	\$25	\$33	\$0	\$0	\$0	\$20	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
İ	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	59	59	54	49	49	56	58	58
Full-Time Positions Filled =	54	52	47	45	46		58	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	0
Temporary FTEs Budgeted =	0	0	0	0	0	0	0	0

Activity: Administration												
A) OPERATING BU	A) OPERATING BUDGET - REVENUES AND EXPENDITURES											
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08				
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base				
REVENUE												
General Fund Countywide	\$152	\$175	\$244	\$272	\$209	\$349	\$349	\$358				
General Fund UMSA	\$82	\$94	\$132	\$129	\$90	\$149	\$149	\$153				
TOTAL REVENUE	\$234	\$269	\$376	\$401	\$299	\$498	\$498	\$511				
EXPENDITURES												
Salary	\$191	\$219	\$302	\$313	\$234	\$386	\$357	\$387				
Overtime Salary	\$0	\$1	\$2	\$1	\$0	\$2	\$2	\$2				
Fringe	\$43	\$49	\$72	\$87	\$65	\$110	\$99	\$122				
Overtime Fringe	0	0	0	0	0	0	0	0				
Other Operating	0	0	0	0	0	0	0	0				
Capital	0	0	0	0	0	0	0	0				
TOTAL OPERATING EXPENDITURES	\$234	\$269	\$376	\$401	\$299	\$498	\$458	\$511				
Debt Services	0	0	0	0	0	0	0	0				
Reserves	0	0	0	0	0	0	0	0				
Transfers	0	0	0	0	0	0	0	0				
OthNonOper	0	0	0	0	0	0	0	0				
TOTAL EXPENDITURES	\$234	\$269	\$376	\$401	\$299	\$498	\$458	\$511				
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$40	\$0				

FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
6	6	6	6	6	6	7	7
6	6	6	6	5		7	
0	0	0	0	0	0	0	C
0	0	0	0	0	0	0	(
	Actual 6 6 0	Actual Actual 6 6 6 6 0 0 0	Actual Actual Actual 6 6 6 6 6 6 6 6 6 0 0 0	Actual Actual Actual Actual 6 6 6 6 6 6 6 6 0 0 0 0	Actual Actual Actual Actual Actual Actual 6 6 6 6 6 6 6 6 6 5 0 0 0 0 0	Actual Actual Actual Actual Actual Budget 6 6 6 6 6 6 6 6 6 6 6 5 6 6 6 0 0 0 0 0 0 0 0	Actual Actual Actual Actual Actual Budget Projection 6 6 6 6 6 6 7 6 6 6 6 5 7 0 0 0 0 0 0

PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
. 1 .	Administrative Officer 1	43	19	0	62	45	17	0	0	Yes	Yes	1	ES5-2
	COMMENTS/JUSTIFICATION: The position will provide assistance to professional staff in performing quality control reviews, assuring compliance with department and industry standards, and serve as a resource in developing the writing skills of professional staff.												
1 2 1	Add Clerk 1 position	18	8	0	26	18	8	0	0	No	No	1	ES5-2

Activity: Audit Ser	vices					<u></u>		
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$1,089	\$1,132	\$1,948	\$1,907	\$2,390	\$3,035	\$3,035	\$3,280
General Fund UMSA	\$586	\$610	\$1,049	\$897	\$1,024	\$1,300	\$1,300	\$1,405
Carryover	\$1,026	\$87	\$25	\$33	\$0	\$0	\$0	\$0
Fees for Services	\$1,000	\$2,000	\$1,008	\$1,210	\$1,210	\$1,458	\$1,458	\$1,510
TOTAL REVENUE	\$3,701	\$3,829	\$4,030	\$4,047	\$4,624	\$5,793	\$5,793	\$6,195
EXPENDITURES				71112				
Salary	\$2,777	\$2,914	\$2,962	\$3,105	\$3,264	\$4,082	\$4,080	\$4,321
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$648	\$655	\$738	\$728	\$819	\$1,066	\$1,047	\$1,173
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$143	\$196	\$260	\$183	\$497	\$595	\$636	\$654
Capital	\$46	\$39	\$37	\$31	\$44	\$50	\$50	\$47
TOTAL OPERATING EXPENDITURES	\$3,614	\$3,804	\$3,997	\$4,047	\$4,624	\$5,793	\$5,813	\$6,195
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$3,614	\$3,804	\$3,997	\$4,047	\$4,624	\$5,793	\$5,813	\$6,195
REVENUES LESS EXPENDITURES	\$87	\$25	\$33	\$0	\$0	\$0	\$-20	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	53	53	48	43	43	50	51	5
Full-Time Positions Filled =	48	46	41	39	41		51	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =	0	0	0	0	0	0	0	

D) PERFORMANCE INFORMATION FO	OR THIS AC	TIVITY (AT I	BASE LEVEL)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Issue draft report within 90 days of fieldwork completion.	N/A	N/A	52%	77%	66%	40%	40%	50%	ES1-1
Comments/Justification:									
Amount collected from assessments (in thousands)*	N/A	\$421	\$2,356	\$6,909	\$5,488	\$1,500	\$1,800	\$1,500	ES8-1
Comments/Justification:									
Amount identified from assessments (in thousands)*	N/A	\$2,751	\$17,644	\$12,820	\$5,700	\$4,000	\$6,300	\$4,000	ES8-1
Comments/Justification:									
Number of audits resulting in financial impact	N/A	22	17	11	14	7	14	10	ES8-1
Comments/Justification:									
Complete 40 audit reports during the fiscal year.	53	75	52	35	35	42	42	45	ES8-1
Comments/Justification:									
Provide 40 hours of Continuing Professional Education annually.	108	120	64	52	118	40	40	40	ES5-2
Comments/Justification:									
								····	

E) FY 2007	-08 PROPOSED ENH.	ANCEM	ENTS F	OR THIS	ACTIVI	Y (IN PRI	ORITY O	RDER) (F	ROM BAS	E)			
PRIORITY	DESC.			OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Audit Manager	101	43	0	144	106	38	0	0	Yes	Yes	1	ES8-1
COMMENTS/JUSTIFICATION: The positions will enhance the Department's ability to address significant audit and control risks throughout the County.													
2	Add five auditor positions in FY 07-08	281	120	0	401	296	84	13	8	No	No	5	ES8-1
	S/JUSTIFICATION:Th e number of high risk a						oility to ad	dress sigr	nificant aud	lit and control ri	sks throughou	t the County	and and
	Additional Space - Cost for Rent	32	14	0	46	0	0	0	0	No	No	0	ES8-1
COMMENT	S/JUSTIFICATION:Pro	ovide ad	lditional	office spa	ice to ac	commodat	e growth	of departn	nent				
4	Furniture Acquisition & Telecommunications	0	0	123	123	0	0	0	0	No	No	0	ES8-1
	S/JUSTIFICATION:Co ent was requested in C				Furniture	and Telec	communic	ation Cha	rges for ad	ditional space r	equested. The	e funding for	this
h 1	Electronic Workpaper Software	74	31	0	105	0	0	0	105	No	No	0	ES8-1
clerical and	S/JUSTIFICATION:Ele /or administrative items ter efficiency in planni	s. The s	oftware	also integ	rates pe		•	•			• • •	•	

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Audit and Management Services

(\$ in 000s)

PAYMENTS TO BE MADE $\underline{\text{TO}}$ OTHER DEPARTMENTS FROM AUDIT AND MANAGEMENT SERVICES

Department(to)	Reason and Confirmed Source	? FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfe	er to other Departmer	ts							

PAYMENTS TO BE MADE <u>FROM</u> OTHER DEPARTMENTS TO AUDIT AND MANAGEMENT SERVICES

Department(from)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Aviation	Fees for audit services	No	\$400	\$400	\$400	\$440	\$440	\$440	\$440	\$440
Water and Sewer	Fees for audit services	No	\$400	\$400	\$400	\$440	\$440	\$440	\$440	\$440
Seaport	Fees for audit services	No	\$100	\$200	\$100	\$110	\$110	\$110	\$110	\$110
Housing Agency	Fees for audit services	No	\$100	\$100	\$100	\$110	\$110	\$110	\$110	\$110
Solid Waste Management	Fees for audit services	No	\$0	\$0	\$0	\$110	\$110	\$110	\$110	\$110
Vizcaya Museum and Gardens	Fees for audit services	No	\$0	\$0	\$8	\$0	\$0	\$0	\$0	\$0
Non- Departmental	Fees for audit services - Administrative Officer of the Courts	No	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0
Non- Departmental	Tax Recoveries - Sprint and Nextel Communications audits	No	\$0	\$850	\$0	\$0	\$0	\$0	\$0	\$0
Transit	Fees for audit services	No	\$0	\$0	\$0	\$0	\$0	\$248	\$248	\$300
	Total Transfer from other	Departments	\$1,000	\$2,000	\$1,008	\$1,210	\$1,210	\$1,458	\$1,458	\$1,510

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Audit and Management Services

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual				FY 2005-06 Actual			FY 2007-08 Base Submission
Rent	25511	\$0	\$0	\$0	\$0	\$224	\$255	\$285	\$300
Employee Overtime Costs	00160	\$0	\$1	\$2	\$1	\$0	\$2	\$2	\$2
Contract Temporary Employee Costs	21510	\$0	\$-13	\$0	\$12	\$19	\$19	\$24	\$10
Travel Costs	31210/211/215/220	\$9	\$5	\$3	\$11	\$5	\$13	\$12	\$13
In-Service Training	32010	\$5	\$82	\$27	\$38	\$67	\$89	\$89	\$89

	CAI	PITAL FUN		QUESTS (\$ in 000s)	REVENU	E SUMMA	ARY				
	2007-08	Proposed			nd Multi-	Year Cap	ital Plan				
	- Ia										
DEPARTMENT:		udit and M									
		2006-07	PRIOR	2007-08	2008-09	2009-10	2010-11 20	11-12	2012-13 F	UTURE	TOT
Capital Outlay Reserve		0	15	123	0	0	0	0	0	0	1:
	Total:	0	15	123	0	0	0	0	0	0] 1
										A011/01/07 (A1011/07)	
	Department Total:	0	15	123	0	0	0	0	0	0	1

CA	PITAL FUNDED			IDITURE S	UMMARY				
		(\$ in	000s)						
2007	-08 Proposed C	apital Buc	lget and M	ulti-Year C	apital Pla	n			
Enabling Strategies									
	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Equipment Acquisition									
FURNITURE ACQUISITION	15	71	0	Ö	0	0	0	0	
Telecommunications Equipment									
DESIGN AND INSTALLATION OF									
TELECOMMUNICATION EQUIPMENT IN		i	- 1		1		1	l i	
ADDITIONAL SPACE	0	52	0	0	0	0	<u> </u>	0	5
	·								
	·····		***************************************	***************************************		*************************	· · · · · · · · · · · · · · · · · · ·	***************************************	
Department Total:	15	123	0	0	0	0	0	o	13

Business Development

Department of Business Development FUNCTIONAL TABLE ORGANIZATION FY2007-2008

OFFICE OF THE DIRECTOR- Marsha E. Jackman- Director

- Provides departmental policy direction and overall administration
- · Provides staffs support Minority & Women Advisory and Community & Small Business Enterprise Advisory, and Living Wage Advisory Board
- Monitors County funding for Chamber of Commerce initiatives

Coordinates the County's Selection Committee Process

Adopted FY 2006-07

Base FY 2007-08

Sheri McGriff- Division Director

ADMINISTRATIVE AND FISCAL MANAGEMENT

- Coordinates department budgets, personnel, procurement, accounting, inventory control, management information services
- Researches, develops, compiles, and disseminates quarterly, annual and ad hoc reports
- Tracks and monitors all County change orders (Resolution 754-97)
- Monitors Cone of Silence Ordinance
- Coordinates departmental telecommunications and data technologies.
- Administers funding and procurement needs of the Bonding & Financial Assistance programs.

Adopted FY 2006-07 23

Base FY 2007-2008

Teresa Sands- Division Director PROFESSIONAL SUPPORT SERVICES

- Establishes DBD's appellate enforcement policies and procedures.
- Assists with contract measures analysis and directs monitoring of "Construction Manager at Risk" projects.
- Administers the County's Anti-Discrimination Ordinance to prevent discrimination in contracting, procurement, bonding, and financial services industries.
- Reviews and conducts the comprehensive compliance and administrative hearings.
- Reviews all proposed ordinances and amendments
- Coordinates and administers the County's debarment process.
- Conducts CSBE certification denial hearings.
- Administers Ordinance 98-30, 82-37, and Resolution 1049-93 to ensure compliance with the County's Affirmative Action Plan requirements.
- Administers Administrative Order 3-39 to ensure compliance with County's Pre-Qualification Certification.

Adopted FY 2006-07

Base FY 2007-08

Patricia Thomas- Division Director BUSINESS ASSISTANCE DIVISION

- Administers and coordinates the Mentor-Protégé Program which pairs experienced construction contractors with certified CSBE firms in a two-year mentoring relationship.
- Administers programs that include management and technical assistance and construction management training which benefits the CSBE firms.
- Provides forums, workshops and seminars.
- Conducts site visits for certification applicants.
- Administers Certification, Management, Technical Assistance and Mentor-Protégé Program for new SBE Program.
- Conducts site visits and ERMs where firm provide sworn testimony to determine eligibility for certification applicants.
- Certifies businesses in accordance with Miami Dade County applicable ordinances and the DBE program.
- Promote marketing and outreach services for small business that are interested in doing business with Miami Dade County.

Adopted FY 2006-07 Base FY 2007-08

Betty Alexander- Division Director BUSINESS AND PROFESSIONAL DEVELOPMENT

- Reviews and analyzes projects for inclusion of contract measures for Community Small Business Enterprise (CSBE), Small Business Enterprise (SBE), and Community Work Force Programs.
- Reviews projects with contract measures for pre-award compliance.
- Reviews and analyzes all construction projects for applicability of a community workforce goal.
- Reviews and approves workforce plans for all projects in which a workforce goal was established.
- Conducts weekly Review Committee meetings to present recommendations of various contract measures on County Projects.
- Reviews & analyzes all Architectural & Engineering (A/E) projects for inclusion of small business participation.
- Provides assistance with bid awards for construction, A/E, commodities and services with measures.
- Reviews change orders for inclusion of measures.

Adopted FY 2006-07 Base FY 2007-08

Sheila Martinez- Division Director CONTRACT REVIEW AND COMPLIANCE

- Establishes enforcement policies and procedures.
- Enforces Responsible Wages and Benefits and Living Wage Ordinances.
- Enforces compliance of Minority and Women Business Enterprise measures.
- Enforces Community Small Business Enterprise Ordinance.
- Provides assistance with construction bid awards, change orders, bid disputes, and construction disputes resolutions including prompt payments issues on contracts with measures.
- Enforces Community Workforce Program and Job Clearinghouse investigations
- Conducts Comprehensive Compliance Reviews.
- Interacts with Trade Unions to update wage schedules.
- Interacts with County enforcement agencies for those matters involving fraud and/or criminal issues.

Adopted FY 2006-07 32 Base FY 2007-08 Table of Organization Chart Effective 10/01/02 3/27/20076:12 PM

11 16 23 5

91 \$334,318

101 98 7

Business Development

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Economic Development And E	nabling Strategies	
Desired Outcome	Highlights	Performance Impact
ED1-9: Improved access to capital for small and minority businesses linked to meaningful technical assistance	Continue to provide small businesses with management and technical, bonding, and financial assistance through outreach activities that include an annual conference, workshops, seminars, and various training opportunities	Conduct 50 outreach activities to recruit and maintain participation of firms in the County's small business programs, resulting in increased participation in County contracts
ED4-2: Customer-friendly environment for regulated businesses and entities doing business with Miami-Dade County (priority outcome)	Continue to monitor CSBE, CBE, and SBE programs, including site visits, to ensure compliance with all applicable small business ordinances for County contracts with goals and measures; proactively meet with firms awarded County contracts to reduce the number of repeat violations	Conduct comprehensive audits of construction, procurement, and architectural and engineering projects to ensure compliance and perform site visits to verify mandated participation and wage compliance; the quantity of activities performed will be determined upon completion of an in-house process review
ES3-2: Full and open competition	Certify and re-certify small business enterprises desiring to conduct business with the County in an efficient and expedited manner	Achieve an average turnaround time of 20 days for first time certifications and maintain an average of 12 days for all recertifications
ES3-2: Full and open competition	Continue to analyze procurement, architectural and engineering, and construction contracts to apply CSBE, Local Development Business (LDB), CBE, SBE, and CWP goals and measures, as applicable	Maintain an average of seven days to analyze construction contracts for goals and measures, an average of six days to analyze goods and services contracts for goals and measures, and an average of 12 days to analyze architectural and engineering contracts for goals and measures
ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problemsolving technology, etc.)	Continue to develop training opportunities and workshops to provide employees with increased proficiencies in customer service, compliance monitoring, and department unity	Conduct 25 in-house workshops and enhancement training sessions for departmental staff

Department: Business Development

(\$ in 000s)

Department-wide Issues

N/A

Administration Issues

- 7 Develop and implement an Employee Recognition Program
- Reorganization of specific divisions to provide better coordination in the delivery of services

Contract Compliance Issues

- 4 Continued non-compliance with the Living Wage Ordinance discussion with Miami-Dade Aviation Department
- 5 Community Workforce Program Commissioner Rolle

Contract Review and Analysis Issues

6 Educate customers about the Review Committee (RC) process

Management Information Systems Issues

3 Sr.Programming/analyst position

Promote the Growth of Small Firms Issues

- 8 Implement industry-related training to staff
- 9 Develop partnership with Financial Institution to provide long term financing for small firms

Certification Issues

2 Revamping of certification process

		GENER	AL DEPARTME	NTAL FINANCIA	L SUMMARY			
			Department: Bu	siness Develor	ment			
				in 000s)				
ING BUDGET				[= 1	
								FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection_	Base
General Fund Countywide	\$1,286	\$967	\$949	\$911	\$1,467	\$5,091	\$5,091	\$5,295
General Fund UMSA	\$0	\$0	\$0	\$0	\$624	\$2,183	\$2,183	\$2,271
Carryover	\$3	\$33	\$249	\$628	\$0	\$0	\$0	\$0
Certification Fees	\$0	\$49	\$45	\$38	\$36	\$0	\$0	\$0
Contract Monitoring Fees	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$1,370
Capital Working Fund	\$3,274	\$5,191	\$6,285	\$7,752	\$6,180	\$0	\$0	\$0
Certification Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENLIE	¢4 562	\$6.240	¢7 520	to 220	¢0 207	¢0 774	¢0 774	\$8,936
	\$4,000	\$0,240	\$7,520	φ3,323	φο,307	\$0,774	φ0,114	\$0,530
	\$3,061	\$4 549	\$4,606	\$5 147	\$5,308	\$5.795	\$5,603	\$5,913
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$732	\$353	\$1,184	\$1,336	\$1,499	\$1,675	\$1,636	\$1,791
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$684	\$1,021	\$1,051	\$1,192	\$1,462	\$1,234	\$1,142	\$1,163
	\$54	\$68	\$59	\$31	\$38	\$70	\$61	\$69
RATING RES	\$4,531	\$5,991	\$6,900	\$7,706	\$8,307	\$8,774	\$8,442	\$8,936
Debt Services	0		0	0	0	0	0	C
Reserves				0	0	0	0	(
	0	0	0	0	0	0	0	(
Operating	0	0	0	0	0	0	0	(
RES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENDITURES	\$4,531	\$5,991	\$6,900	\$7,706	\$8,307	\$8,774	\$8,442	\$8,936
NUES LESS ENDITURES	\$32	\$249	\$628	\$1,623	\$0	\$0	\$332	\$(
	General Fund Countywide General Fund UMSA Carryover Certification Fees Capital Working Fund Certification Fees Salary Overtime Salary Fringe Overtime Fringe Other Operating Capital RATING RES Reserves Transfers Other Non- Operating Cher Non- Operating RES Transfers Other Non- Operating RES Chule RES Capital RATING RES Capital RATING RES Capital RATING RES Capital RATING RES CAPITAL CAPIT	FY 2001-02 Actual	NG BUDGET - REVENUES AND EXPENDITURES FY 2001-02 FY 2002-03 Actual Actual	Section Sect	Substitute	Section Sect	Department: Business Development	NG BUDGET - REVENUES AND EXPENDITURES FY 2001-02 FY 2005-07 FY 2006-07 Actual Actual Actual Actual Actual Actual Actual Budget Projection

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	78	105	105	102	96	101	98	98
Full-Time Positions Filled =	71	92	95	90	87		91	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	0
Temporary FTEs Budgeted =								

Activity: Administr	ation							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$880	\$606	\$480	\$425	\$271	\$1,104	\$1,104	\$1,162
General Fund UMSA	\$0	\$0	\$0	\$0	\$32	\$474	\$474	\$498
Carryover	\$3	\$33	\$249	\$628	\$0	\$0	\$0	\$0
Capital Working Fund	\$807	\$1,201	\$1,507	\$2,388	\$1,519	\$0	\$0	\$0
TOTAL REVENUE	\$1,690	\$1,840	\$2,236	\$3,441	\$1,822	\$1,578	\$1,578	\$1,660
EXPENDITURES								
Salary	\$1,150	\$908	\$851	\$965	\$946	\$1,078	\$1,047	\$1,141
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$272	\$96	\$209	\$241	\$239	\$243	\$263	\$313
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$230	\$530	\$547	\$612	\$637	\$257	\$192	\$206
Capital	\$22	\$57	\$1	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$1,674	\$1,591	\$1,608	\$1,818	\$1,822	\$1,578	\$1,502	\$1,660
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$1,674	\$1,591	\$1,608	\$1,818	\$1,822	\$1,578	\$1,502	\$1,660
REVENUES LESS EXPENDITURES	\$16	\$249	\$628	\$1,623	\$0	\$0	\$76	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	18	19	18	15	12	13	13	1:
Full-Time Positions Filled =	16	15	15	12	12		13	
Part-time FTEs Budgeted =	0	0	0	0	0	0	_0	
Temporary FTEs Budgeted =								

	D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL) FY 2001-											
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08	Desired			
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes			
Number of in-house & external employee training & workshops.	N/A	N/A	25	25	25	25	25	25	ES5-2			

Comments/Justification: Workshops/trainings target both supervisory staff and all staff in areas that are needed or are required for employee enhancement (work/personal) and in the delivery of services. The number projected has increased because DBD's HR Unit has instituted several workshop series that cover different components under the same topic (i.e. Wellness Week - each day a different focus (Managing Stress; Blood Pressure; Nutrition; Massage Therapy and Aerobics). Surveys are conducted after each workshop. Workshops include: Wellness Week (All employees) Safety Training (Field Staff) Time Management (All staff) Making Meetins Work (Supervisory Staff) Highly Effective Teams (All staff) Project Management (Supervisory Staff) 1st Quarter FY2006-07 Africanized Honey Bee Training (Field Staff) Employee Support Services (Management Staff) Business Writing (All Staff) Admin. Time Recording (Secretarial staff) ESS Recognition: 7 Principles for successful employee recognition Survey results assist in knowing where we need to make improvements.

E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (II	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Additional trainings & workshops.	4	2	0	6	0	0	6	0	No	No	0	ES5-2

COMMENTS/JUSTIFICATION:As a result of prior employee survey, areas of improvement will be addressed by providing specific training and employee improvement workshops & seminars and recognition tools for both recognition and retention purposes.

Activity: Certification	on							
A) OPERATING BU	IDGET - REVENU	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$0	\$0	\$0	\$0	\$337	\$337	\$373
General Fund UMSA	\$0	\$0	\$0	\$0	\$0	\$144	\$144	\$160
Certification Fees	\$0	\$49	\$45	\$38	\$36	\$0	\$0	\$0
Capital Working Fund	\$355	\$251	\$373	\$461	\$421	\$0	\$0	\$0
TOTAL REVENUE	\$355	\$300	\$418	\$499	\$457	\$481	\$481	\$533
EXPENDITURES								
Salary	\$252	\$225	\$308	\$375	\$320	\$343	\$310	\$357
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$68	\$50	\$84	\$103	\$94	\$107	\$105	\$115
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$35	\$25	\$26	\$21	\$43	\$31	\$58	\$61
Capital	0	0	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	\$355	\$300	\$418	\$499	\$457	\$481	\$473	\$533
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$355	\$300	\$418	\$499	\$457	\$481	\$473	\$533
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$8	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	7	7	7	7	7	7	7	7
Full-Time Positions Filled =	7	7	7.	7	6		6	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION F	OR THIS AC	TIVITY (AT	BASE LEVE	L)							
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Turnaround time (business days)to process re-certification applications for small businesses	12	12	12	12	12	12	12	12	ED4-2		
Comments/Justification: Number of o	Comments/Justification: Number of days to process recertification applications for small businesses.										
Turnaround time (business days)to process new certification applications 18 22 23 18 20 20 18 20 ED4-2 for small businesses											
Comments/Justification: Number of of applicants under the SBE program(p								r of days allows	for the influx		

Activity: Contract (Compliance							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$182	\$120	\$217	\$219	\$225	\$355	\$355	\$372
General Fund UMSA	\$0	\$0	\$0	\$0	\$106	\$152	\$152	\$160
Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contract Monitoring Fees	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500	\$1,370
Capital Working Fund	\$606	\$985	\$1,226	\$1,271	\$1,336	\$0	\$0	\$0
TOTAL REVENUE	\$788	\$1,105	\$1,443	\$1,490	\$1,667	\$2,007	\$2,007	\$1,902
EXPENDITURES						-		
Salary	\$538	\$1,047	\$1,092	\$1,125	\$1,169	\$1,500	\$1,246	\$1,416
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$127	\$0	\$305	\$334	\$372	\$474	\$469	\$454
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$108	\$58	\$46	\$31	\$126	\$33	\$33	\$32
Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$783	\$1,105	\$1,443	\$1,490	\$1,667	\$2,007	\$1,748	\$1,902
Debt Services	0	. 0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	. 0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$783	\$1,105	\$1,443	\$1,490	\$1,667	\$2,007	\$1,748	\$1,902
REVENUES LESS EXPENDITURES	\$5	\$0	\$0	\$0	\$0	\$0	\$259	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	20	29	29	28	28	32	28	28
Full-Time Positions Filled =	17	27	28	25	22		25	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION	D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)												
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired				
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes				
Number of annual site visits conducted for County construction and procurement projects awarded with small business, wage, and workforce requirements to ensure each project is visited at least once per month	N/A	3,324	5,173	4,531	4,001	4,320	3,600	3,600	ED4-2				

Comments/Justification: CRC currently monitors 606 contracts. Site visits (SV) are required on 479 projects with work sites to ensure small businesses meeting measures are working on site, to confirm employees are receiving required wages, and to verify that employees meeting workforce goals are on site. SV are not conducted for the 106 A/E professional service agmts or for 21 routine maintenance contracts where work orders are issued on an as needed basis. In previous FY, officers were required to conduct 9 SV/wk. It was found that while these goals were met, every active project was not visited regularly. For FY 06/07 the SV measure was modified to require every active construction project (231) is visited at least 1/month (9 officers). For procurement type contracts the goal is 1 SV/QTR/project (207) based on current staffing levels (3 officers) and that there is only one wage rate for all employees. The goal for FY 06/07 is the # of active projects in Oct 06 multiplied by 12 mos for construction and by 4 for procurement.

Number of Comprehensive Audits									
of contracts with small business	N/A	N/A	32%	80%]	159	n/a	128	100	ED4-2
participation requirements		1				ŀ			

Comments/Justification: Future reporting will be in the number of audits instead of in percentages. County requires 10% of annual expenditures for A/E, construction and goods & services is expended with certified small businesses (SB). CRC ensures that SBs are fully utilized and promptly paid. Goal is to comprehensively audit each contract once per the life of contract. A Comp. Audits requires 1)interviews of employees of each SB; 2) review of SB utilization reports that indicate amounts requisitioned/paid to SBs 3) letters to SB confirming payments 4) review of invoices & cancelled checks that verify payments to SBs; 5) input from County PMs; 6) investigations of discrepancies. Comp. audits do not replace regular monitoring activities of site visits, monthly reviews of utilization reports, investigating prompt payment or utilization complaints, or mediation mtgs. In previous FY, goal was to comp. audit every project once per year which did not allow staff time to follow-up on issues/complaints. For FY 06/07 the goal was projected based on the active projects not previously audited as of Oct.'06 and will be adjusted as new awards are rec'd.

\ <u></u>									
Number of comprehensive audits									
of projects with minimum wage	N/A	N/A	32%	80%	223	n/a	300	250	ED4-2
requirements			ll						

Comments/Justification: Future reporting will be in the number of audits instead of in percentages. County requires 10% of annual expenditures for A/E, construction and goods & services is expended with certified small businesses (SB). CRC ensures that SBs are fully utilized and promptly paid. Goal is to comprehensively audit each contract once per the life of contract. A Comp. Audits requires 1)interviews of employees of each SB; 2) review of SB utilization reports that indicate amounts requisitioned/paid to SBs 3) letters to SB confirming payments 4) review of invoices & cancelled checks that verify payments to SBs; 5) input from County PMs; 6) investigations of discrepancies. Comp. audits do not replace regular monitoring activities of site visits, monthly reviews of utilization reports, investigating prompt payment or utilization complaints, or mediation mtgs. In previous FY, goal was to comp. audit every project once per year which did not allow staff time to follow-up on issues/complaints. For FY 06/07 the goal was projected based on the active project as of Oct.'06 and will be adjusted as new awards are rec'd.

Activity: Contract F	Review and Anal	ysis						
A) OPERATING BU	IDGET - REVEN	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$103	\$96	\$100	\$177	\$750	\$750	\$821
General Fund UMSA	\$0	\$0	\$0	\$0		\$321	\$321	\$352
Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Working Fund	\$537	\$586	\$705	\$912	\$821	\$0	\$0	\$0
TOTAL REVENUE	\$537	\$689	\$801	\$1,012	\$1,081	\$1,071	\$1,071	\$1,173
EXPENDITURES								
Salary	\$366	\$664	\$610	\$789	\$821	\$821	\$926	\$878
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$87	\$0	\$160	\$205	\$229	\$236	\$234	\$275
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$73	\$25	\$31	\$18	\$31	\$14	\$22	\$20
Capital	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$533	\$689	\$801	\$1,012	\$1,081	\$1,071	\$1,182	\$1,173
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0		0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$533	\$689	\$801	\$1,012	\$1,081	\$1,071	\$1,182	\$1,173
REVENUES LESS EXPENDITURES	\$4	\$0	\$0	\$0	\$0	\$0	\$-111	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	17	18	18	16	15	15	16	16
Full-Time Positions Filled =	17	13	13	15	15		16	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	0
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION	FOR THIS A		T BASE LEV	/EL)							
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Number of business days to complete construction pre-award compliance reviews	4	4	8	7	7	7	6	7	ES1-1		
Comments/Justification: Compliance reviews are conducted by DBD to determine a firm's compliance with the CSBE Ordinance for construction projects. It is DBD's goal to complete pre award compliance reviews within seven (7) days. The number of days to complete compliance review is based on the time span from receipt to approval memo issue date and may include investigations, legal opinions and clarification of documents.											
Number of business days to complete goods and services pre- award compliance reviews	9	9	7	3	7	6	7	7	ED4-2		
span from receipt to approval memo is Number of business days to complete architectural and engineering pre-award compliance reviews	14	14	6.5	8	4	8	8	7	ES1-1		
Comments/Justification: Complianc DBD's goal to complete pre award cor from receipt to approval memo issue of	npliance rev	iews within e	eight (8) day	s. The numb	er of days to	complete co	ompliance revie				
Days to analyze construction, procurement and A&E projects to apply CSBE,SBE,CBE and CWP goals and measures	N/A	7	8	9	9	9	9	9	ES3-1		
Comments/Justification: DBD prese CBE, CWP and SBE County programs measures for construction (CSBE), pro DBD候s goal is to analyze all count	s, the RC intocurement (ern makes r SBE) and ar	ecommenda chitectural a	tions to the nd engineer	Manager and ing (CBE) pr	d/or the Boar	d of County Co	mmissioners of a	ssigned		

E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (II	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Conduct two (2) workshops for user departments to explain the County's Review Committee Process	0	0	0	0	0	0	0	0	No	No	0	ED1-1

COMMENTS/JUSTIFICATION:DBD will conduct two workshops for user departments to explain the County's Review Committee process for procurement, construction and architectural and engineering submittals. DBD's approves and recommends measures for construction, procurement and architectural & engineering projects. All departments need to be trained to prepare their submissions.

Activity: Managem	ent Information	Systems						
A) OPERATING BU	IDGET - REVEN	UES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$0	\$0	\$0	\$0	\$822	\$822	\$797
General Fund UMSA	\$0	\$0	\$0	\$0	\$55	\$353	\$353	\$341
Capital Working Fund	\$523	\$772	\$813	\$924	\$898	\$0	\$0	\$0
TOTAL REVENUE	\$523	\$772	\$813	\$924	\$953	\$1,175	\$1,175	\$1,138
EXPENDITURES								
Salary	\$357	\$618	\$551	\$662	\$660	\$706	\$680	\$724
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$84	\$0	\$136	\$160	\$197	\$234	\$202	\$229
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$72	\$143	\$68	\$71	\$58	\$165	\$121	\$116
Capital	\$7	\$11	\$58	\$31	\$38	\$70	\$61	\$69
TOTAL OPERATING EXPENDITURES	\$520	\$772	\$813	\$924	\$953	\$1,175	\$1,064	\$1,138
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$520	\$772	\$813	\$924	\$953	\$1,175	\$1,064	\$1,138
REVENUES LESS EXPENDITURES	\$3	\$0	\$0	\$0	\$0	\$0	\$111	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	7	9	10	12	12	12	12	12
Full-Time Positions Filled =	7	9	10	11	12		12	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired			
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes			
lectronic Design Management System (EDMS) project - Phase 1 Certification Unit	N/A	N/A	10%	10%	15%	25%	25%	50%	ES4-4			
comments/Justification: Analyze, design, and develop a library for the imaging system. This will enable DBD to access all files electronically instead of eeping a hard copy of files and documents. This is for one Division out of Five. Percentages represent the different phases of the application (Analyze, lesign & Implementation)												
nalyze and design handheld applications	N/A	N/A	N/A	N/A	10%	50%	50%	100%	ES4-5			
Comments/Justification: Analyze and the ORACLE database. Percentage								lata is automatic	ally uploaded			
Develop and implement New Work distory Report	N/A	N/A	N/A	N/A	N/A	50%	50%	100%	ES4-5			
Samusantal Institution Anal		volon ronort										
Comments/Justification: Analyze, de process changes. Percentages repres								pecification as pe	r business			
rocess changes. Percentages repres			of the applic		ze, Design &		tion)	pecification as pe	ED1-1			
	ent the difference N/A will capture	N/A all job applic	of the applic N/A cants informa	ation (Analy: N/A ation (i.e. tar	ze, Design & N/A get areas, ac	10%	tion) 25% Il levels, previou	75% us work experien	ED1-1			
DBD Job Clearinghouse Comments/Justification: Application ccess to apply on-line, ec.)for work of	ent the difference N/A will capture	N/A all job applicanded project	of the applic N/A cants informa	ation (Analyzation (Analyzation (i.e. targes represe	ve, Design & N/A N/A get areas, acnt the differe	10%	25% l levels, previou the application	75% us work experien	ED1-1			
rocess changes. Percentages representations process changes. Percentages representations process to apply on-line, ec.) for work on plementation)	N/A will capture n county-aw N/A firm resume and will allo	N/A all job applicated project N/A application ow firms to p	N/A cants informats. Percenta	N/A ation (Analyzation (i.e. tar ges represe	N/A get areas, acnt the differe N/A ublic to acce	10% ddresses, ski nt phases of 10% ss pertinent i	25% Il levels, previou the application 25% Information about the about the application a	75% us work experien (Analyze, Desigr	ED1-1 ce, web n & ED1-1 selves and			
BD Job Clearinghouse comments/Justification: Application ccess to apply on-line, ec.) for work on a commentation) In-line Firm Business Profile comments/Justification: This online county projects that they participate of	N/A will capture n county-aw N/A firm resume and will allo	N/A all job applicanded project N/A application ow firms to p	N/A cants informats. Percenta	N/A ation (Analyzation (i.e. tar ges represe	N/A get areas, ad nt the differe N/A ublic to acce ugh the coun	10% ddresses, ski nt phases of 10% ss pertinent i	25% Il levels, previou the application 25% Information about the about the application a	75% us work experien (Analyze, Desigr	ED1-1 ce, web n & ED1-1 selves and			

E) FY 2007	FY 2007-08 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)													
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES	
2	Sr. Level MIS position	68	30	0	98	75	19	1	3	No	No	1	ES4-5	

COMMENTS/JUSTIFICATION: Programming/analystposition will assist current staff to complete service requests on a timely basis without impeding the analysis, design, development and implementation of new systems, applications enhancements and maintenance. The position is needed now to reduce the time and number of continuing enhancements, maintenance, database modifications requests and the development of new applications

Activity: Promote t	he Growth of Sn	nall Firms						
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$224	\$138	\$156	\$167	\$794	\$1,723	\$1,723	\$1,770
General Fund UMSA	\$0	\$0	\$0	\$0	\$348	\$739	\$739	\$760
Capital Working Fund	\$446	\$1,396	\$1,661	\$1,796	\$1,185	\$0	\$0	\$0
Certification Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$670	\$1,534	\$1,817	\$1,963	\$2,327	\$2,462	\$2,462	\$2,530
EXPENDITURES								
Salary	\$398	\$1,087	\$1,194	\$1,231	\$1,392	\$1,347	\$1,394	\$1,397
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$94	\$207	\$290	\$293	\$368	\$381	\$363	\$405
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$166	\$240	\$333	\$439	\$567	\$734	\$716	\$728
Capital	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$666	\$1,534	\$1,817	\$1,963	\$2,327	\$2,462	\$2,473	\$2,530
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$666	\$1,534	\$1,817	\$1,963	\$2,327	\$2,462	\$2,473	\$2,530
REVENUES LESS EXPENDITURES	\$4	\$0	\$0	\$0	\$0	\$0	\$-11	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	9	23	23	24	22	22	22	2
Full-Time Positions Filled =	7	21	22	20	20		19	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION	FOR THIS A	ACTIVITY (A	T BASE LE	VEL)				<u> </u>	
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percentage of Affirmative Action Plan(AAP) applications processed for firms with annual revenue <\$5M for approval in compliance with Ordinance 98-30& Resolution 1049- 93	N/A	N/A	91%	95%	96%	95%	95%	95%	ES3-2
Comments/Justification: All County condition of a contract award. Percen									y DBD as a
					-				
Percentage of Affirmative Action Plan (AAP) applications processed for firms with annual revenue >\$5M for approval in compliance with Ordinance 98-30& Resolution 1049- 93	N/A	N/A	89%	90%	98%	90%	90%	90%	ES3-2
Comments/Justification: Contractor revenue of less than \$5m are eligible reported in ASE.									
				, 			r —	 1	
Percentage of Affirmative Action Plan applications processed for A&E firms that were submitted for approval in compliance with Ordinance 82-37.	N/A	N/A	90%	95%	99%	95%	90%	90%	ES3-2
Comments/Justification: A&E firms AAP on file with DBD. Percentages a									an approved
Educate county departments and firms about the Affirmative Action Plan, Technical Certification, Pre-Qualification Certification, Contractor Debarment and Anti-Discrimination procedures	N/A	N/A	3	6	31,	20	20	22	ES3-2
Comments/Justification: PSSD will processes available. Prior FY reporting The number of actual workshops for the number of actual workshops.	ng on numbe	r of worksho	ops were rep	orted only fo	or AAP and A	Anti-Discrimin	ation, but hence		-
[N. 1. 66 11: 6 11: 6 11: 1	,								
Number of firms achieving first time payment and performance bonds	N/A	N/A	N/A	40	3		5	7	ED4-2
Comments/Justification: The FY 20 years from FY 2001-02 thru FY 2004 firms achieved bonding totaling \$1,60 requiring a contract Bid Bond and Pa	-05. Actuals 10,000. The g	for FY 2005 goal of this p	-06 and forw program is to	ard are refle provide ass	cted in real istance to c	annual numb ertified small l	ers. As of the fir businesses bidd	st quarter FY06-0 ting on County co	07, Three (3)
Percentage of Pre-Qualification									
(PQC) applications approved in compliance with AO3-39	N/A	N/A	100%	85%	88%	90%	90%	90%	ED1-1
Comments/Justification: A&E firms The PCQ program is a consolidated putheir certifications. As part of the certifications. The actual number of putheir certifications.	process of A fication proc	AP, Technic ess, DBD pa	al Certification articipates in	on and Venc pre-submitt	or Registrat al meetings	ion requireme with firms to p	ents. This progra provide informat	am ensures that f tion about technic	irms maintain al certification
Number of firms assisted with			T 1						
Bonding	N/A	N/A	N/A	N/A	N/A	N/A	19	40	ED1-1

Comments/Justification: DBD staff work history, preparing business plan						preparation	of financial stater	ments, compilin	g project
Increase the number of firms accessing the Accounting Reimbursement Program.	N/A	N/A	N/A	N/A	4	10	20	30	ED1-1

Comments/Justification: The Accounting Reimbursement Program assists firms with a portion of the cost related to having their financial and tax documents prepared for financial and bonding purposes. CSBE and SBE firms may be eligible to received reimbursement for accounting or business plan services for up to \$1,000. Initial reimbursement limited to one reimbursement per year per CSBE/SBE. Subsequent reimbursements for no more than two years after the initial reimbursement may be limited to \$500 per year per CSBE/SBE. First Qtr FY06-07 ten (10) firms submitted requests for reimbursements. Four (4)firms were approved and payments (\$4,000) disbursed, four (4) firms pending and two (2) are pending final paperwork submittal.

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Business Development

(\$ in 000s)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS FROM BUSINESS DEVELOPMENT

Department(to)	Reason and Source	Confirmed?		FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
	County Attorney's Office - Legal Services	No	\$0	\$50	\$50	\$60.	\$60	\$0	\$0	\$0
Communications	Communications Department - Promotional Spots Program	No	\$0	\$0	\$50	\$50	\$50	\$50	\$50	\$50
	Total Transfer to other	Departments	\$0	\$50	\$100	\$110	\$110	\$50	\$50	\$50

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS TO BUSINESS DEVELOPMENT

Department (from)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Performing Arts Center	Reimbursement for One (1) Outstationed Certification Compliance Officer	No	\$52	\$52	\$65	\$71	\$61	\$0	\$0	\$0
	Total Transfer from other	Departments	\$52	\$52	\$65	\$71	\$61	\$0	\$0	\$0

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Business Development

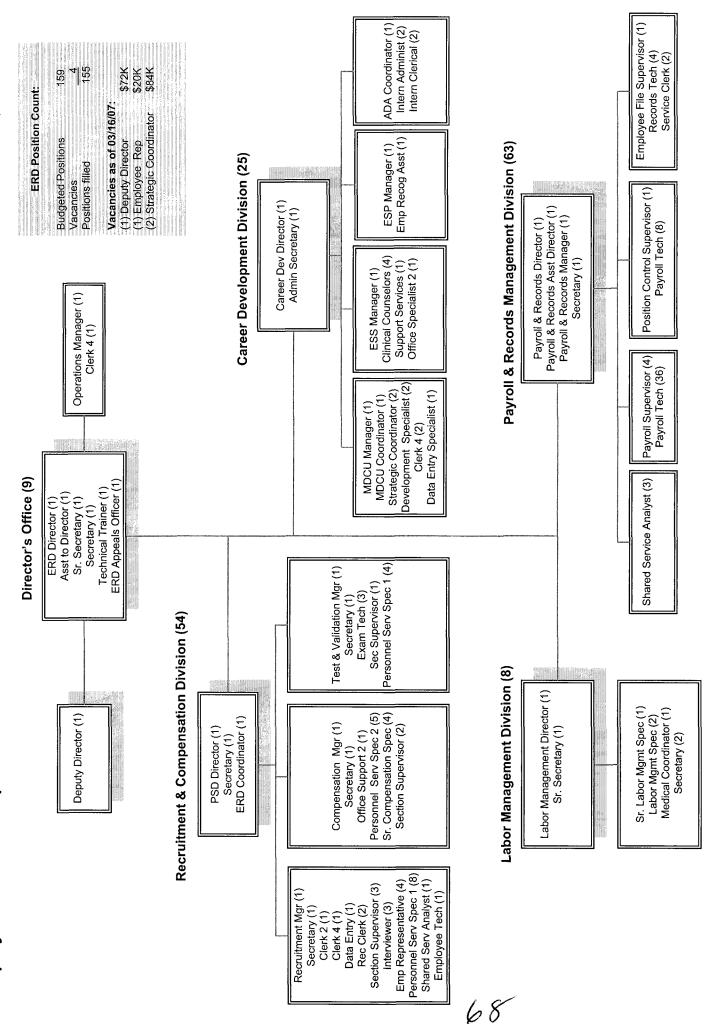
(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual		FY 2005-06 Actual			FY 2007-08 Base Submission
Contract Temporary Employee Costs	21510	\$78	\$105	\$70	\$59	\$61	\$50	\$68	\$60
Travel Costs	31210	\$2	\$7	\$2	\$6	\$4	\$7	\$8_	\$7
County Attorney's Office - Legal Services	26260	\$0	\$50	\$50	\$60	\$60	\$0	\$0	\$0
Communications Department - Promotional Spots Program	31420	\$0	\$0	\$50	\$50	\$50	\$50	\$50	\$50

Employee Relations

Employee Relations Department Functional Table of Organization

		Director's Office		
	Responsible for policy development and overall administration of the County's Employee Relations Systems. Provides direction to operating divisions in their delivery of services to all County Departments and agencies. Responsible for reclassification appeal hearings. Assist line departments on questions concerning personnel, labor relations, and appropriate methods of problem solution. Provides all County human resource services.	t and overall admin on to operating divisions. Responsible for s concerning person es all County human	istration of the County's Employee sions in their delivery of services to or reclassification appeal hearings. net, labor relations, and appropriate resource services.	
	70-90		07-08 6	
	0 1	Dent Totale	- <u>-</u>	
Deputy Director Coordinates and supervises all departmental operations, administration and related support functions in the delivery of all centralized employment services and related policy development. Provides support to Department Director in development and achievement of departmental goals and objectives.	, administration and related support nent services and related policy in development and achievement of		Administrative Provides general administrative support budget preparation & administration, management information systems and special projects as required.	Administrative Support Services Provides general administrative support to the department; Including fiscal management, budget preparation & administration, procurement functions, records management, management information systems and other related administrative functions. Handles special projects as required.
06-07	07-08		06-07	07-08
Career Development Division Provides personnel support services to County departments. Provides career counseling and information on personnel related inquiries. Assists in placing activities and inter-agency transfers. Provides centralized coordination and oversight of general employee training through Maini-Dade University (MDU) and performs related support functions. Coordinates	rision ments. Provides career counseling n placing activities and inter-agency sight of general employee training ated support functions. Coordinates		Administrative Services Division Responsible for processing the payroll and leave/ attendance for all Metro-Dade em and performing all related support activities. Maintain Central (official) personnel and files. Maintains County Table of Organization, provides employment verification and administers the Countywide physical examination and drug testing program. Provide	Administrative Services Division Responsible for processing the payroll and leave/ attendance for all Metro-Dade employees and performing all related support activities. Maintain Central (official) personnel and medical files. Maintains County Table of Organization, provides employment verification and administers the Countywide physical examination and drug testing program. Provides
recruitment ADA procedures and issues, assists departments in meeting special recruitment programs. Prepares, implements and monitors department affirmative action plan. Administers the Tuition Reimbursement Program. 06-07 06-07 25	departments in meeting special all recruitment programs. Prepares, tion plan. Administers the Tuition 07-08		implementation of new automated systems 06-07 63 65	us responsible to the development and 07-08
Personnel Service Division Provides all Countywide services for the recruitment and selection of the recruitment and selection of qualified job applicants. This includes responsibilities for the development, administration, and validation of competitive methods as well as, all related functions. The division is responsible for layoff administration, departmental personnel officer functions, and coordinates transfers, reinstatements and inter-agencies internal placement activities.	sion nd selection of the recruitment and sponsibilities for the development, s well as, all related functions. The mental personnel officer functions, ancies internal placement activities.		Labor Mans Responsible for planning, directing, deradministration of ten collective bargaining Public Health Trust employees. Responsibargaining negotiations through execution collective bargaining contracts in accordan	Labor Management & Appeals Responsible for planning, directing, developing, and coordinating the negotiation and administration of ten collective bargaining agreements representing over 28,000 County and Public Health Trust employees. Responsibilities include managing the process of collective bargaining negotiations through execution of final agreements and the administration of collective bargaining contracts in accordance with Florida Statutes. Represents the County in
The division's compensation section is responsible for administering the County's Classification and Salary Plan. The Testing and Validation Section, is charged with developing and administering open-competitive and promotional examinations for test candidates. Ensure that full scope of the examination process is conducted in a thoroughly secure environment. The New Hire Center, processes Identifications, submits fingerprints for background verification, and schedules medical exams.	of for administering the County's alidation Section, is charged with promotional examinations for test rocess is conducted in a thoroughly Identifications, submits fingerprints ns.		all phases of labor management activities of County administration. Administers the program. Provides all Countywide servicisciplinary action and disability leave collective bargaining and career servicoordinating and administering the Empland employee protection appeals.	all phases of labor management activities with the County labor organizations and all levels of County administration. Administers the Countywide physical examination & drug testing program. Provides all Countywide services related to performance evaluation appeals, disciplinary action and disability leave appeals, unemployment compensation appeals, collective bargaining and career service grievances appeals; also responsible for coordinating and administering the Employee Mediation Program, name clearing hearings and employee protection appeals.
20-90	07-08		20-90	07-08



Employee Relations

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES4-6: County processes improved through information technology	Continue the audit and backfiling of County employee personnel and medical records into the Electronic Document Management System (EDMS) (\$170,000 from Capital Outlay Reserve (COR) for total project cost)	Maximize the return on previous EDMS investments in the Administrative Services Division; increase efficiencies in the filing, storage, and retrieval of unstructured data (i.e., paper records)
ES4-6: County processes improved through information technology	Implement and support the recruitment module of the Enterprise Resource Planning (ERP) human resources suite; the program is scheduled to go live countywide during the second quarter of FY 2006-07	Simplify the job application and applicant tracking processes; eliminate several manual transactions relating to the recruitment function and enable staff to provide higher value recruitment services to County departments
ES5-1: Expeditiously provide Departments with qualified personnel	Study the best method to conduct background checks on County employees (\$50,000 from COR)	Enhance accountability to the public by conducting a criminal history background check on current County employees using state and national criminal history information
ES5-1: Expeditiously provide Departments with qualified personnel	Hire a Deputy Director (\$141,000)	Support efforts to implement the recruitment module of the Enterprise Resource Planning (ERP) system; design and integrate best practice human resources processes within the department
ES5-3: Motivated, dedicated workforce team aligned with organizational priorities	Continue to recruit individuals with disabilities to participate in one year internships through the Outreach Intern Program (\$145,000)	Recruit and hire disabled individuals to participate in one-year internships with rotational assignments in a variety of County departments

ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problemsolving technology, etc.)

Continue to provide County executive orientation and training regarding the County executive appraisal process; during FY 2006-07, engage an outside consultant to develop and deliver a multi-year executive and mid-manager development program (\$500,000)

Provided executive orientation and training of the executive performance appraisal system to over 190 County management staff during FY 2005-06; the new executive and mid-manager development program will enhance the leadership, customer service, performance management, and management innovation skills of,over 2,500 executives and mid-managers countywide

Department: Employee Relations

(\$ in 000s)

Department-wide Issues

1 ERD requires five professionals to support ERP implementation. Due to the demanding nature of ERP implementation it is required to have a group of professionals to back fill in areas such as recruitment and compensation. Amount requested \$400K

			GENER	AL DEPARTME	AL DEPARTMENTAL FINANCIAL SUMMARY							
				Department: E	mployee Relat	ions						
				(\$	in 000s)							
A) OPERAT	NG BUDGET		ND EXPENDITU									
		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
DEVENUE		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE												
cw	General Fund Countywide	\$6,034	\$5,668	\$5,545	\$5,825	\$6,450	\$8,369	\$8,440	\$8,971			
UMSA	General Fund UMSA	\$2,585	\$2,429	\$2,986	\$2,741	\$2,766	\$3,585	\$3,615	\$3,841			
INTERTRNF	Interagency Transfers	\$3,766	\$4,034	\$2,186	\$2,826	\$3,295	\$1,554	\$1,554	\$1,663			
TOTAL REVI		\$12,385	\$12,131	\$10,717	\$11,392	\$12,511	\$13,508	\$13,609	\$14,475			
EXPENDITU		\$12,300	\$12,131	\$10,717	\$11,092	\$12,311	\$10,000	\$13,009	\$14,473			
LX LINDITO	Salary	\$6,903	\$7,147	\$7,391	\$7,780	\$8,265	\$9,019	\$9,090	\$9,621			
	Overtime Salary	\$242	\$339	\$199	\$306	\$367	\$246	\$246	\$246			
	Fringe	\$1,643	\$1,472	\$2,027	\$2,170	\$2,305	\$2,569	\$2,599	\$2,853			
	Overtime Fringe	\$36	\$44	\$30	\$46	\$56	\$38	\$38	\$38			
	Other Operating	\$3,377	\$2,988	\$1,003	\$917	\$1,401	\$1,503	\$1,503	\$1,608			
	Capital	\$184	\$141	\$67	\$173	\$117	\$133	\$133	\$109			
TOTAL OPE		\$12,385	\$12,131	\$10,717	\$11,392	\$12,511	\$13,508	\$13,609	\$14,475			
	Debt Services	0	0	0	0	0	0	0	0			
	Reserves	0		0	0	0	0					
	Transfers	0	0	0	0	0	0	0	0			
	Other Non- Operating	0	0	0	0	0	0	0	0			
TOTAL NON OPERATING EXPENDITU	;	\$0	\$0	\$0	\$0	\$0,	\$0	\$0	\$0			
TOTAL EXP	ENDITURES	\$12,385	\$12,131	\$10,717	\$11,392	\$12,511	\$13,508	\$13,609	\$14,475			
	NUES LESS ENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

B) POSITIONS												
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08				
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base				
Full-Time Positions Budgeted =	155	157	144	151	159	158	161	161				
Full-Time Positions Filled =	154	157	135	142	158		161					
Part-time FTEs Budgeted =	0	0	0	0	0	1	1	1				
Temporary FTEs Budgeted =	0	0	0	0	0	0	0	0				

Activity: Administr	ation							
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$933	\$812	\$833	\$837	\$1,051	\$1,276	\$1,276	\$1,443
General Fund UMSA	\$400	\$348	\$356	\$358	\$451	\$547	\$547	\$618
TOTAL REVENUE	\$1,333	\$1,160	\$1,189	\$1,195	\$1,502	\$1,823	\$1,823	\$2,061
EXPENDITURES								
Salary	\$833	\$683	\$558	\$615	\$727	\$821	\$821	\$945
Overtime Salary	\$0	\$0	\$2	\$2	\$3	\$15	\$15	\$15
Fringe	\$247	\$182	\$402	\$362	\$212	\$235	\$235	\$283
Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$2	\$2	\$2
Other Operating	\$250	\$285	\$222	\$214	\$515	\$696	\$696	\$777
Capital	\$3	\$10	\$5	\$2	\$45	\$54	\$54	\$39
TOTAL OPERATING EXPENDITURES	\$1,333	\$1,160	\$1,189	\$1,195	\$1,502	\$1,823	\$1,823	\$2,061
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	, 0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$1,333	\$1,160	\$1,189	\$1,195	\$1,502	\$1,823	\$1,823	\$2,061
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	11	12	9	9	7	8	9	
Full-Time Positions Filled =	10	11	8	8	8		9	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =	0	0	0	0	0	0	0	

	02	03	FY 2003- 04	05	FY 2005- 06	07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
verall Employee Relations epartment satisfaction rating from nual survey (goal is a rating of 4 on scale of 1 to 5)	n/a	4.33	4.46	4.55	4.66	4.0	4.66	4.0	ES5-1

E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	1 1	DESIRED OUTCOMES
4	Provide appropriate level of support to ERD's website	35	15	0	50	0	0	50	0	No	No	0	ES5-4

COMMENTS/JUSTIFICATION: Employee Relations Department has an extensive amount of internal and external web pages that require constant updating and reformatting. This funding would allow the ERD to pay for ETSD to keep the website, one of the County's most frequented, up-to-date

Activity: Career De	velopment & Em	nployee Assistan	nce					Activity: Career Development & Employee Assistance											
A) OPERATING BU	IDGET - REVENU	JES AND EXPEN	IDITURES																
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08											
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base											
REVENUE																			
General Fund Countywide	\$761	\$220	\$700	\$468	\$478	\$1,494	\$1,494	\$1,614											
General Fund UMSA	\$326	\$94	\$300	\$202	\$206	\$640	\$640	\$692											
Interagency Transfers	\$456	\$1,228	\$805	\$1,227	\$1,492	\$543	\$543	\$543											
TOTAL REVENUE	\$1,543	\$1,542	\$1,805	\$1,897	\$2,176	\$2,677	\$2,677	\$2,849											
EXPENDITURES																			
Salary	\$1,100	\$1,196	\$1,310	\$1,358	\$1,363	\$1,585	\$1,585	\$1,676											
Overtime Salary	\$1	\$8	\$2	\$4	\$2	\$5	\$5	\$5											
Fringe	\$231	\$254	\$319	\$323	\$370	\$436	\$436	\$512											
Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$1											
Other Operating	\$192	\$82	\$174	\$212	\$438	\$626	\$626	\$631											
Capital	\$19	\$2	\$0	\$0	\$3	\$24	\$24	\$24											
TOTAL OPERATING EXPENDITURES	\$1,543	\$1,542	\$1,805	\$1,897	\$2,176	\$2,677	\$2,677	\$2,849											
Debt Services	0	0	0	0	0	0	0	0											
Reserves	0	0	0	0	0	0	0	0											
Transfers	0	0	0	0	0	0	0	0											
OthNonOper	0	0	0	0	0	0	0	0											
TOTAL EXPENDITURES	\$1,543	\$1,542	\$1,805	\$1,897	\$2,176	\$2,677	\$2,677	\$2,849											
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0											

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	21	30	27	31	26	25	25	25
Full-Time Positions Filled =	21	30	22	26	25		25	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	0
Temporary FTEs Budgeted =								
							···	

D) PERFORMANCE INFORMATION FOR	R THIS ACTI	VITY (AT BA	SE LEVEL)						
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percent of participants satisfied with training regarding Americans with Disabilities Act (ADA) employment provisions	n/a	n/a	97.4%	95%	99%	95%	95%	95%	ES5-2
Comments/Justification:									
Americans with Disabilities Unit/Office of Reasonable Accommodation Services satisfaction rating from annual survey (goal is a rating of 4 on a scale of 1 to 5)	n/a	n/a	4.43	4.0	5.0	4.0	4.0	4.0	ES5-2
Comments/Justification:									
Number of community agencies engaged with ERD to educate and recruit disabled applicants	n/a	n/a	3	6	4	6	6	8	ES5-3
Comments/Justification:									
Percent of County employees that rate their Miami-Dade County University classroom experience above satisfactory	n/a	n/a	n/a	97%	98%	95%	99%	95%	ES5-3
Comments/Justification:									
Percent of County employees satisfied with Employee Support Services received	n/a	95%	98%	97%	98%	95%	95%	95%	ES5-3
Comments/Justification:									
Develop a network of at least twenty (20) Miami-Dade County employees to provide Critical Incident Debriefing to employees in the event of a natural or man-made disaster.	n/a	n/a	n/a	n/a	23	20	20	20	ES5-3
Comments/Justification:									
Number of Employee Suggestion Program departmental on-site visits	n/a	n/a	n/a	n/a	24	20	20	20	ES5-3
Comments/Justification:									
Number of Subject Matter Experts and Employee Suggestion Program coordinators trained	n/a	n/a	n/a	n/a	83	20	20	20	ES5-3
Comments/Justification:									
Estimated savings per year from Employee Suggestion Program projects	\$1,617	\$2,153	\$1,292	\$500	\$2,104	\$1,000	\$1,000	\$1,000	ES5-3
Comments/Justification:						-			
Participants in Employee Suggestion	n/a	n/a	n/a	n/a	5,271	250	1318	500	ES5-3

Program awareness efforts per quarter*									
Comments/Justification:									
Average quarterly number of Miami- Dade County University billable class units	n/a	n/a	n/a	2,616	4,025	2,750	2,750	1,375	ES5-3
Comments/Justification:									
Number of Subject Matter Experts (SME) and ESP Coordinators Recognized	n/a	n/a	n/a	n/a	118	5	5	5	ES5-3
Comments/Justification:									

E) FY 2007	-08 PROPOSED	ENHAN	ICEMEN	ITS FOR	THIS AC	II) YTIVIT	N PRIORIT	Y ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
]]	Executive Leadership and Mid- Management training efforts.	225	75	0	300	0	0	300	0	No	No	0	ES5-4

COMMENTS/JUSTIFICATION: Expand the Miami-Dade County Executive and Mid-Manager development program that is being initiated in FY07 and which will promote innovative, accountable, efficient, effective, and results-oriented government leadership.

Activity: Labor Mar	nagement							
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$511	\$481	\$439	\$444	\$497	\$571	\$642	\$796
General Fund UMSA	\$219	\$206	\$188	\$190	\$213	\$245	\$275	\$338
Interagency Transfers	\$65	\$65	\$65	\$82	\$79	\$65	\$65	\$65
TOTAL REVENUE	\$795	\$752	\$692	\$716	\$789	\$881	\$982	\$1,199
EXPENDITURES								
Salary	\$605	\$597	\$515	\$563	\$628	\$698	\$769	\$981
Overtime Salary	\$0	\$1	\$0	\$21	\$0	\$0	\$0	\$0
Fringe	\$120	\$115	\$108	\$121	\$154	\$165	\$195	\$200
Overtime Fringe	\$0	\$0	\$0	\$3	\$0	\$0	\$0	\$0
Other Operating	\$70	\$39	\$69	\$8	\$7	\$12	\$12	\$12
Capital	\$0	\$0	\$0	\$0	\$0	\$6	\$6	\$6
TOTAL OPERATING EXPENDITURES	\$795	\$752	\$692	\$716	\$789	\$881	\$982	\$1,199
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$795	\$752	\$692	\$716	\$789	\$881	\$982	\$1,199
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	10	9	8	8	8	8	8	8
Full-Time Positions Filled =	10	9	7	7	8		8	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	0
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percent of Performance Evaluation/ Appeals Processed Timely	n/a	n/a	n/a	100%	96%	100%	100%	100%	ES5-3
Comments/Justification:									
Percent of career service grievances processed within 15 days	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES5-3
Comments/Justification:									
Percentage of collective bargaining grievances that are resolved each quarter prior to arbitration.	n/a	n/a	n/a	n/a	n/a	50%	50%	50%	ES5-2
Comments/Justification:									
Percentage of contested unemployment compensation appeals where the County position is sustained	n/a	n/a	n/a	n/a	n/a	80%	80%	80%	ES5-2
Comments/Justification:									

E) FY 2007	-08 PROPOSED (NHAN	CEMEN.	TS FOR 1	THIS AC	TIVITY (IN	PRIORIT	Y ORDE	R) (FROM I	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	GAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	1 ,	DESIRED OUTCOMES
6	Labor Management Software or implementation of PeopleSoft Labor to keep track of labor issues	28	12	0	40	0	0	0	40	No	No	0	ES4-4
COMMENT	COMMENTS/JUSTIFICATION:												

Activity: Payroll an	d Records Mana	gement						
A) OPERATING BU	DGET - REVEN	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$2,197	\$2,050	\$1,937	\$2,160	\$2,361	\$2,680	\$2,680	\$2,812
General Fund UMSA	\$941	\$879	\$1,442	\$1,170	\$1,012	\$1,148	\$1,148	\$1,205
Interagency Transfers	\$1,707	\$1,282	\$372	\$557	\$779	\$310	\$310	\$310
TOTAL REVENUE	\$4,845	\$4,211	\$3,751	\$3,887	\$4,152	\$4,138	\$4,138	\$4,327
EXPENDITURES								
Salary	\$2,239	\$2,490	\$2,590	\$2,580	\$2,663	\$2,928	\$2,928	\$3,019
Overtime Salary	\$236	\$303	\$185	\$266	\$344	\$213	\$213	\$213
Fringe	\$564	\$545	\$578	\$681	\$785	\$869	\$869	\$959
Overtime Fringe	\$35	\$40	\$28	\$41	\$53	\$33	\$33	\$33
Other Operating	\$1,759	\$825	\$341	\$281	\$299	\$76	\$76	\$84
Capital	\$12	\$8	\$29	\$38	\$8	\$19	\$19	\$19
TOTAL OPERATING EXPENDITURES	\$4,845	\$4,211	\$3,751	\$3,887	\$4,152	\$4,138	\$4,138	\$4,327
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$4,845	\$4,211	\$3,751	\$3,887	\$4,152	\$4,138	\$4,138	\$4,327
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	58	58	52	52	63	62	65	6
Full-Time Positions Filled =	58	59	51	51	63		65	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percent of accurate paychecks issued	n/a	n/a	98%	98%	98.35%	95%	98%	98%	ES5-2
Comments/Justification:									
Administrative Services Division satisfaction rating from annual survey (goal is a rating of 4 on a scale of 1 to 5)	n/a	4.20	4.33	4.36	4.42	4.0	4.0	4.0	ES5-3
Comments/Justification:									
Internal Satisfaction Survey Rating in a	4.15	4.11	4.27	4.23	4.21	4.0	4.0	4.0	ES5-2
scale of 1 to 5 Comments/Justification:	4.10	4.11	4.21	4.23	4.21	4.0	4.0	4.0	E30-Z

E) FY 2007	-08 PROPOSED	ENHAN	CEMEN	NTS FOR	THIS AC	II) YTIVIT	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Day forward audit/ scanning support for Medical and Personnel records.	421	181	0	602	310	99	123	70	No	No	5	ES5-5

COMMENTS/JUSTIFICATION: Repeated attempts to engage third part vendors to perform the services required have proven unsuccessful. ERD has exhausted numbers hours in developing detail scope of work documents, prepping vendors, and performing quality control measures to ensure compliance unsuccessfully. The complexities of the ERD implementation (i.e. 250+ different document types) make this operation difficult for vendors. If this, business case is not funded, ERD will have to continue to fund the services of an external storage facility and exhaust additional hours in reviewing the vendors work product. These effort could be directed to the proposed internal scanning/auditing operations.

The Miami- Dade County Tuition Refund Program is going through an overhaul and needs staff in order to ensure the proper administration of the program.	133	57	0)	190	131	47	12	0	No	No	2	ES5-4

COMMENTS/JUSTIFICATION: The Miami-Dade County Tuition Refund Program was created to encourage and enable all county employees to further their education. In order to ensure the proper administration of such a program, the Employee Relations Department must establish sufficient safeguards. Hiring a Tuition Refund Program Supervisor to administer the program according to Miami-Dade County policy. A tuition technician is also required to provide adequate utilization to process and audit all tuition payments. Maintain and enhance Miami-Dade Countyâ∈™s Tuition Refund Program to achieve peak productivity and performance, establish a structured and systematic program for Tuition Refund which will incorporate changes with either County procedures and/or changes with policy or procedures at the school to ensure that proper reimbursement is issued, oversee the supervision and administration of Tuition Program for personnel within ERD and at the department level, work with other campus units to ensure all financial benefits are reported and computed in the refund request.

Activity: Recruitme	ent and Compens	sation						
A) OPERATING BU	IDGET - REVENU	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$1,632	\$2,105	\$1,636	\$1,916	\$2,063	\$2,348	\$2,348	\$2,306
General Fund UMSA	\$699	\$902	\$700	\$821	\$884	\$1,005	\$1,005	\$988
Interagency Transfers	\$1,538	\$1,459	\$944	\$960	\$945	\$636	\$636	\$745
TOTAL REVENUE	\$3,869	\$4,466	\$3,280	\$3,697	\$3,892	\$3,989	\$3,989	\$4,039
EXPENDITURES								
Salary	\$2,126	\$2,181	\$2,418	\$2,664	\$2,884	\$2,987	\$2,987	\$3,000
Overtime Salary	\$5	\$27	\$10	\$13	\$18	\$13	\$13	\$13
Fringe	\$481	\$376	\$620	\$683	\$784	\$864	\$864	\$899
Overtime Fringe	\$1	\$4	\$2	\$2	\$3	\$2	\$2	\$2
Other Operating	\$1,106	\$1,757	\$197	\$202	\$142	\$93	\$93	\$104
Capital	\$150	\$121	\$33	\$133	\$61	\$30	\$30	\$21
TOTAL OPERATING EXPENDITURES	\$3,869	\$4,466	\$3,280	\$3,697	\$3,892	\$3,989	\$3,989	\$4,039
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	. 0
TOTAL EXPENDITURES	\$3,869	\$4,466	\$3,280	\$3,697	\$3,892	\$3,989	\$3,989	\$4,039
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	55	48	48	51	55	55	54	54
Full-Time Positions Filled =	55	48	47	50	54		54	
Part-time FTEs Budgeted =	0	0	0	0	0	1	1	
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Number of reclassifications processed within 30 days	n/a	n/a	n/a	n/a	146	75	75	75.	ES5-1
Comments/Justification:									
Percent of appealed classification decisions in which outcomes are sustained (goal is 66%)	n/a	n/a	n/a	n/a	95%	66%	100%	66%	ES5-1
Comments/Justification:									
Personnel Services Division overall satisfaction rating from annual survey (goal is a rating of 4 on a scale of 1 to 5)	n/a	4.20	4.43	4.55	4.58	4.0	4.0	4.0	ES5-1
Comments/Justification:									
Percent of customers satisfied with the recruitment process	n/a	n/a	n/a	n/a	n/a	75%	75%	75%	ES5-1
Comments/Justification:									
Number of days for end-to-end recruitment time (goal is 95 days)	n/a	n/a	n/a	n/a	70	95	141	95	ES5-1
Comments/Justification:									
Number of days between requisition activation and ad placement	n/a	n/a	n/a	n/a	8	10	10	10	ES5-1
Comments/Justification:									
Percent of eligible employee lists provided to recruiting County departments within 5 working days	n/a	n/a	53%	66%	68.5%	80%	80%	80%	ES5-1
Comments/Justification:	L		<u></u>						<u></u>

PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?		DESIRED OUTCOMES
1	Compensation will have market salary data available immediately for determining the appropriate level of compensation. This is particularly important in the event that departments are having recruitment and retention problems with specific classification	10	5	0	15	0	0	15	0	No	No	0	ES5-4
other count After the sa Compensal United Stat constantly r	S/JUSTIFICATION ies and municipal alary data is gathetion Analysts to and es. In addition, it rather than on an lar field which is the	lities to i ered, we €œPays provides annual	inquire a then ad scaleâ€〔 s all of th basis; th	bout their just the cr ∃, a salar ne titles th erefore, t	r salary r ollected o y survey at are cu he data i	anges. Thi data for req subscription urrently use s updated	s is extrer gional pay on compar ed for an c on a daily	nely time- differenc ny, provid ccupatior basis. It a	consuming es which is es salary d n. This is a also provid	in that we need a labor intensivata for occupation unique form of es information of	d to wait for re ve process. An ons in all geog data in that thi on all occupation	sponses to o annual sub- graphical loc- s company s	our inquiries. scription for 4 ations of the arveys
2	Professional presentation equipment and marketing material would be required such as floor and table displays, table cloths, table curtains, brochures, laptop, and projector would need to be purchased.	26	12	0	38	0	0	38	0	No	No	0	ES5-4
shrinking so that of Reco and plans to campuses a effectivenes addition, sp applicants	S/JUSTIFICATION Supply of talented fruitment Consultate or reach out and a sand other venues so of our endeavous recialized profess Recruitment Spena€™s learning e	workers. ants to the attract questions. In or ional an icialists	. In orde ne hiring ualified a de. In ac rder to ir dechnion and technion and techn	r to ensur departmend divers and divers dition, the applement cal confer as be en	re that its ents. The ee applica ere will b our activ rences a couraged	human ca primary ro ants. The ca e an emphare recruitmend career to d to attend	pital need ole of the foutreach e nasis on m ent strate fairs will be profession	s are sati Recruitme fforts will arketing t gy, travel, e identifie nal confer	sfied, the F ent Consultable done the he county in accommoded in order to	Recruitment Spe ant will be to de rough job fairs, in a variety of in dations and reg o have a recruit	ecialists' ro velop recruitm professional c novative ways istration fees h ment presence	ole will be re- ent initiative onferences, and measu have to be bue to attract q	designed to s, strategies college ring the udgeted. In ualified
	To implement an active recruitment												

3	professional and technical conferences, and career fairs to have a recruitment presence and attract qualified applicants.	0	0	25	25	0	0	25	0	No	No	0	ES5-1
	NTS/JUSTIFICATIO									nal conferences	and other ven	ues where t	ney could
4	ERD wants to partner with national job boards such as Monster, Yahoo HotJobs and Career Builder by becoming a featured	0	0	50	50	0	0	50	0	No	No	0	ES5-1

COMMENTS/JUSTIFICATION:With today's labor market, employers are constantly competing in an ever shrinking talent pool. Miami-Dade must take a proactive and aggressive approach in attracting the necessary talent to take the county into the future. ERD wants to partner with national job boards such as Monster, Yahoo HotJobs and Career Builder by becoming a featured employer on their websites. We expect a natural synergy between jobseekers and recruiters. Job seekers would simply click on our logo and it would immediately direct them to the county's jobs portal. ERD's recruiters on the other hand would have access to qualified job seekers through the resume database of these job boards. Recent recruitment survey indicates that more than 50% of job applicants use web based job boards to search for jobs. This trend is increasing at a rapid rate. Through our new Recruitment Management System, ERD will be able to collect applicant source data including where the applicant learned about the county's vacancies. This will allow us to measure the output all our recruitment tools and select those that are the most effective.

employer on their websites.

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Employee Relations

(\$ in 000s)

PAYMENTS TO BE MADE <u>TO</u> OTHER DEPARTMENTS FROM EMPLOYEE RELATIONS

Department(to)	Reason and Source	Confirmed?	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfe	er to other	Departments								

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS TO EMPLOYEE RELATIONS

Department(from)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Aviation	Testing & Validation	Yes	\$73	\$73	\$73	\$83	\$62	\$68	\$68	\$60
Americans with Disabilities Act Coordination	ADA Outreach Program	Yes	\$0	\$0	\$0	\$73	\$145	\$145	\$145	\$145
Non-Departmental	MDCU New Employee Orientation and Supervisory Certification Program Inter-departmental transfers.	Yes	\$631	\$1,152	\$1,198	\$1,624	\$1,494	\$368	\$368	\$368
Non-Departmental	Executive training program	Yes	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0
Transit	Testing & Validation	Yes	\$150	\$150	\$150	\$203	\$176	\$176	\$176	\$176
Police	Testing & Validation	Yes	\$113	\$113	\$113	\$150	\$134	\$154	\$154	\$154
Fire Rescue	Testing & Validation	Yes	\$132	\$132	\$132	\$180	\$154	\$154	\$154	\$1 91
Corrections and Rehabilitation	Testing & Validation	Yes	\$62	\$62	\$62	\$83	\$72	\$72	\$72	\$92
Non-Departmental	Testing & Validation	Yes	\$81	\$81	\$81	\$53	\$40	\$40	\$40	\$40
General Services Administration	Unemploument compensation payroll process	Yes	\$0	\$65	\$65	\$65	\$65	\$65	\$65	\$65
General Services Administration	Payroll Preparation	Yes	\$0	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Water and Sewer	Payroll Preparation	Yes	\$0	\$62	\$62	\$62	\$62	\$62	\$62	\$62
Non-Departmental	ERP Implementation support reimbursements	No	\$0	\$0	\$0	\$0	\$491	\$0	\$0	\$60
Non-Departmental	Recruitment advertisment ad reimbursements	Yes	\$875	\$829	\$0	\$0	\$0	\$0	\$0	\$0
Non-Departmental	New employee medical examination reimbursements	Yes	\$1,649	\$1,065	\$0	\$0	\$0	\$0	\$0	\$0
	Total Transfer from other	Departments	\$3,766	\$4,034	\$2,186	\$2,826	\$3,295	\$1,554	\$1,554	\$1,663

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Employee Relations

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual		FY 2003-04 Actual		FY 2005-06 Actual	FY 2006-07 Budget		i Hacol
Travel Costs	31210, 31215	\$1	\$2	\$5	\$5	\$3	\$42	\$42	\$43
Contract Temporary Employee Costs	21510, 22430	\$1,650	\$764	\$32	\$0	\$332	\$527	\$332	\$527

CAF	PITAL FUN		(\$ in 000s)	REVENU	SUMMA	KY				
2007-08	Proposed	Capital	Budget a	nd Multi-	Year Car	ital Plan				
PEPARTMENT:		En	ıployee R	elations						
	2006-07	PRIOR						012-13 FU		тоти
Capital Outlay Reserve	0	0	3,559	1,541	1,254	1,296	1,247	0	0	8,8
Total:	0	0	3,559	1,541	1,254	1,296	1,247	o_	0	8,8
	******************************	**************************************			***************************************					
Department Total:	o	0	3,559	1,541	1,254	1,296	1,247	o	o	8,8

O/UTI/IL	CHELE		000s)	NDITURE S	Omno a Ci				
2007-08 Pro	posed C	apital Buc	lget and M	lulti-Year (Capital Pla	n			
Enabling Strategies									
Enabling Strategies	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Computer and Systems Automation									
DATA WAREHOUSE DASD	0	90	0	0	0	0	0	0	9
INHOUSE SCANNING AND AUDITING OPERATIONS	0	1,434	1,131	974	988	920	0	0	5,44
JOB EVALUATION METHODOLOGY AND SYSTEM	0	772	0	0	0	0	0	0	77
PEOPLESOFT ELECTRONIC TIME COLLECTION LIMITED ROLLOUT	0	875	410	280	308	327	0	0	2,20
PERSONNEL FOLDER OPERATIONAL DASD	0	68	0	0	0	0	0	0	6
REPORTING / DATA WAREHOUSE ROADMAP	0	220	0	0	0	0	0	0	22
Facility Improvements									
	11	100		٥					10

Fair Employment Practices

Total Positions
Total No. of Vacancies
Value of Vacant Positions

8 3 \$129,771.01

Director

Formulates policy; responsible for planning, directing and coordinating the activities of the Office of Fair Employment Practices. Responsibilities include directing the investigation and reconciliation of establishing and maintaining effective working relationships with a variety of public and private officials and establishing organizations and preventive measures such as mediation to prevent discrimination complaints.

FY 06-07 FY 07-08 2 FTE 2 FTE

Programs/Administrative Services

Conducts administrative and field investigation of discrimination complaints. Conducts fact-finding conference and provides mediation to resolve workplace conflicts. Conducts and develops toward creating a discrimination-free environment. Provides liaison services to all County departments.

FY 06-07 FY 07-08 3 FTE 3 FTE

Tracking/Legal Services

Ensures staff awareness of current case and statutory laws governing equal employment opportunity and fair employment practices. Supports administrative functions including report generating, budgeting, research and special case handling, as directed.

FY 06-07 FY 07-08 2 FTE 2 FTE

Training

Responsible for quality control of subject area training services. Provides monthly training through ERD's supervisor certification program. Supports Director and Program/Services as needed.

FY 06-07 FY 07-08 1 FTE 1 FTE

OFFICE OF FAIR EMPLOYMENT PRACTICES FY 06-07 STAFFING CHART - As of 3/13/07

06-07	Fair Employment Practices - FE261719	07-08
1	Department Director	1
1	Senior Executive Secretary	1
3	Fair Employment Practices Specialist	. 3
1	Training Specialist 3	1
1	FEP Administrative Specialist	1
1	FEP Legal Liaison	. 1
8		8

Fair Employment Practices

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES5-3: Motivated, dedicated workforce team aligned with organizational priorities	Enhance training regarding equal employment policies and practices through the purchase and promotion of a training website (\$100,000 from Capital Outlay Reserve (COR) over two years)	Expand equal employment opportunity training to all County employees with Internet access at a lower cost than traditional in-class programs
ES5-3: Motivated, dedicated workforce team aligned with organizational priorities	Develop a countywide workplace violence (WPV) program by establishing appropriate procedures, incorporating WPV training into OFEP's countywide equal employment training program, and administering a multi-department workplace violence resource team	Minimize employee risk of harm from workplace violence or threat of violence
ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problem- solving technology, etc.)	Coordinate with the Employee Relations Department to create the diversity and fair employment training portion of the County's executive development program	Provide training in equal employment policies and practices to all executives over the next three fiscal years
ES5-5: Workforce that reflects the diversity of Miami-Dade County	Improve the reporting capabilities of the department's equal employment opportunity (EEO) complaint case tracking database (\$50,000 from COR); continue database testing, training, and countywide roll-out	Continue to ensure equal employment opportunities for all

Department: Fair Employment Practices

(\$ in 000s)

Department-wide Issues

- Expand workplace violence (WPV) initiative to develop and implement a Miami-Dade County comprehensive Domestic and Workplace Violence response; includes training and outreach to all levels of MDC; creation, development and training of a multi-disciplinary response team. The WPV resource response team, comprised of members from different County departments is designed to ensure appropriate management of WPV issues throughout the organization.
- OFEP to implement an eLearning program through web-based training, accessible on a 24-hour basis; will test employees and provide reports to monitor progress. Should communicate standards of conduct and create affirmative defenses to lawsuits.
- 3 Case Management System Standardize investigative protocols, roll-out Case Tracking System to monotor disposition of employment discrimination complaints.
- 4 Expand employee awareness initiative. This outreach and information program to promote awareness of employee rights and responsibilities, train Fair Employment Practices Liaisons and Fair Employment Practices Specialists. OFEP will develop and implement a "Know Your Rights" campaign to prevent employment discrimination.

			GE	NERAL DEPART	MENTAL FINAN	CIAL SUMMARY			
				Department: F	air Employmen	t Practices			
					(\$ in 000s)				
A) OP	ERATING BUI		ES AND EXPEN						
	į	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
lee e		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVE									
cw	General Fund Countywide	\$365	\$400	\$364	\$492	\$510	\$759	\$759	\$631
UMSA	General Fund UMSA	\$173	\$190	\$172	\$232	\$218	\$326	\$326	\$271
TOTAL	. REVENUE	\$538	\$590	\$536	\$724	\$728	\$1,085	\$1,085	\$902
EXPEN	IDITURES								
	Salary	\$404	\$445	\$382	\$476	\$559	\$811	\$604	\$658
	Overtime Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fringe	\$111	\$122	\$113	\$132	\$141	\$202	\$164	\$182
	Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Operating	\$23	\$25	\$25	\$116	\$24	\$70	\$77	\$61
	Capital	\$0	\$0	\$16	\$0	\$4	\$2	\$8	\$1
TOTAL OPER/ EXPEN	ATING NDITURES	\$538	\$592	\$ 536	\$724	\$728	\$1,085	\$853	\$902
	Debt Services	0	0	0	0	0	0	0	0
	Reserves	0	0		0	0	0	0	0
	Transfers	0	0	0	0	0	0	0	0
	Other Non- Operating	0	0	0	0	0	0	0	0
TOTAL OPER/ EXPEN	. NON ATING IDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPEN	NDITURES	\$538	\$592	\$536	\$724	\$728	\$1,085	\$853	\$902
	NUES LESS ENDITURES	\$0	\$-2	\$0	\$0	\$0	\$0	\$232	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	6	6	6	8	8	8	8	8
Full-Time Positions Filled =	0	0	0	0			8	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

Activity: Fair Empl	ovment Practice							
A) OPERATING BU			IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$365	\$400	\$364	\$492	\$510	\$759	\$759	\$631
General Fund UMSA	\$173	\$190	\$172	\$232	\$218	\$326	\$326	\$271
TOTAL REVENUE	\$538	\$590	\$536	\$724	\$728	\$1,085	\$1,085	\$902
EXPENDITURES								
Salary	\$404	\$445	\$382	\$476	\$559	\$811	\$604	\$658
Overtime Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fringe	\$111	\$122	\$113	\$132	\$141	\$202	\$164	\$182
Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating	\$23	\$25	\$25	\$116	\$24	\$70	\$77	\$61
Capital	\$0	\$0	\$16	\$0	\$4	\$2	\$8	\$1
TOTAL OPERATING EXPENDITURES	\$538	\$592	\$536	\$724	\$728	\$1,085	\$853	\$902
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$538	\$592	\$536	\$724	\$728	\$1,085	\$853	\$902
REVENUES LESS EXPENDITURES	\$0	\$-2	\$0	\$0	\$0	\$0	\$232	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	6	6	6	8	8	8	8	
Full-Time Positions Filled =	0	0	0	0			8	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
As part of Executive Development and Leadership Program, OFEP to work in conjunction with CMO and ERD to support delivery of Diversity Management Training to County executives.	0	0	0	0	0	0	0	50	ES5-4
Comments/Justification: Provide acces	ss to training	to County ex	ecutives over	er a five year	period.				
Develop eLearning Program for County employees. Web-based diversity training accessible to employees on a	0	0	0	0	0	500	500	500	ES5-4
24-hr basis. Comments/Justification: Expand access to equal employment opportunity and diversity training to all County employees with Internet access at a lower cost than traditional in-class programs.									
Number of new cases received annually				89	127	120	120	120	ES5-4
Comments/Justification:									
Percent of cases reviewed within 60 days				72%	100%	100%	100%	100%	ES5-4
Comments/Justification:									

E) FY 2007-08 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)													
PRIORITY	DESC.			OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	
1	Support development of Case Management System including tracking database for County Departments.	0	0	50	50	0	0	0	0	No	No	0	ES4-6
	S/JUSTIFICATION III cover the cost										cking system.	FY O6/07 bu	dget
2	Develop a countywide workplace violence (WVP) program by establishing procedures, developing WVP training and administering a multidepartment workplace violence team.	28	12	0	40	0	0	40	0	No	No	0	ES5-3
COMMENT multi-respo	S/JUSTIFICATIO	N:Fund	ing is so	ought to c	over exp	enses for t	raining an	d outread	h to all leve	els of MDC; cre	ation, develop	ment and tra	ining of a
3	OFEP will enhance staff development to continue overhaul of County anti- discrimination training with emphasis on management strategies and employee rights.	29	12	0	41	0	0	41	0	No	No	0	ES5-4
Affirmative A	COMMENTS/JUSTIFICATION:Resource and support continuing education of OFEP staff in best practices and evolving case law in areas of Civil Rights, Affirmative Action, Employment Law and Workplace Violence. Based on research, the amount being requested is for registration cost, training, travel expenses and materials for a staff of eight.												

SELECTED LINE ITEM HIGHLIGHTS

Department: Fair Employment Practices

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual				FY 2005-06 Actual		FY 2006-07 Projection	Hacal
Travel	31210/31215/31220	\$0	\$2	\$0	\$6	\$1	\$5	\$6	\$6

	PITAL FUN		(\$ in 000s)								
2007-08	Proposed	Capital	Budget a	nd Multi-	Year Cap	oital Plan					
DEPARTMENT:	Fair E	Employm	ent Practi	ces							
2 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	2006-07	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTUR	RE	тот
Capital Outlay Reserve	95	95	105	0	0	0	0	0		0	2

Total:	95	95	105	0	0	0	0	0	L	이	2
	**************************************	okuinionen oua olekoa		man, september of the	a den harin dan dalah	inippy Administration	acceptation of the contraction				
Department Total:	95	95	105	0	0	0	0	0		0	

CAPITA	L FUNDED	REQUEST	ED EXPE	NDITURE S	UMMARY				
		_(\$ in	(a000)						
2007-08 F	roposed C	apital Bud	iget and M	lulti-Year C	apital Pla	n			
Enabling Strategies									
	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Departmental Information Technology Projects									
FAIR EMPLOYMENT CASE TRACKING	50	50	0	0	0	0	0	0	10
FAIR EMPLOYMENT ON-LINE TRAINING FOR									
COUNTY EMPLOYEES	45	55	0	0	0	0	0	0	10
Department Total:	95			ما					20
Department rotal.	95	100	<u></u>	<u> </u>	<u> </u>			<u> </u>	

Finance

Miami-Dade County Finance Department Functional Table of Organization

FINANCE D	EPARTMENT
FY 06-0)7
Base	
Positions	353
Vacancies	19
Value	\$425,518

OFFICE OF THE DIRECTOR

- * Formulates and directs overall financial policy of the County.
- * Controls the accounting and automated financial systems to provide the fiscal integrity depended upon by the public and private sectors, and the financial markets.
- Provides overall administration to departmental operations.

FY 06-07		FY 07-08
Base		Base
7 pos.		7 pos.

CONTROLLER

- Provides support functions to County operations through fiscal and accounting control over resources and related appropriations; records and reports financial activities as they occur.
- * Assists in satisfying legal and mandated requirements including the Comprehensive Annual Financial Report (CAFR), Annual State Controller's Report, Annual Single Audit Report, Indirect Cost Allocation Plan, and departmental indirect Cost Allocation Plan, and departmental indirect cost rates.
- Collects money on delinquent accounts for various County departments and the Public Health Trust.

FY 06-07	FY 07-08
Base	<u>Base</u>
124 pos.	126 pos.

TAX COLLECTOR

* Administers state laws, ordinances, and policies pertaining to collection and distribution of current and delinquent County and municipal ad valorem taxes, non-ad valorem assessments, improvement liens, business license fees, waste fees, excise utility tax, convention and tourist development taxes, and license fees (auto, boat, and fishing).

FY 06-07	FY 07-08
<u>Base</u>	<u>Base</u>
209 pos.	209 pos.

CASH MANAGEMENT

Invest surplus funds in compliance with Florida Statutes, ordinances, and investment policy; maintains sufficient cash balances to honor obligations of the County; distributes earnings on investments; handles all banking transactions for the County.

FY 06-07	FY 07-08
Base	<u>Base</u>
6 pos.	6 pos.
	l

BOND ADMINISTRATION

Manages the County's debt financing, coordinates all debt issuances, including swap transactions and lease-leaseback transactions; and provides administrative support to peripheral debt issuing authorities of the County including the Educational Facilities
Authority and Health Facilities
Authority; makes payment of bond debt service.

FY 06-07	FY 07-08
Base	Base
7 pos.	7 pos.

FINANCE DEPARTMENT DIVISION STAFFING CHART FY 07 BUDGET - FY 08 BASE

Finance

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES8-1: Sound asset management and financial investment strategies	Monitor the County's portfolio composition on a daily basis	Achieve an average rate of return on County funds that is competitive with the average rate of return for the County's industry benchmarks (six month average on 180 day Treasury Bills and the State of Florida Board of Administration Pool)
ES8-4: Cohesive, standardized countywide financial systems and processes	Expedite payment of invoices	Maintain the percentage of invoices paid within 45 days at 85 percent and the usage of Automated Clearing House (ACH) payments at 56 percent
ES8-4: Cohesive, standardized countywide financial systems and processes	Enhance collection efforts	Increase the number of delinquent accounts worked per day per collector to 105 in FY 2006-07 from 95 in FY 2005-06
ES8-4: Cohesive, standardized countywide financial systems and processes	Purchase a data warehouse for the Controller's Division (\$700,000)	Facilitate reporting and data management of financial information; create dashboard reports for management analysis
ES8-5: Effective County tax collection and property appraisal process	Purchase an Electronic Data Management System (EDMS) for the Tax Collector's Office (\$350,000)	Facilitate reporting and data management of tax payment information, thereby reducing staff time required to respond to taxpayer and other customer inquiries
ES8-5: Effective County tax collection and property appraisal process	Install a customer queuing system at Tax Collector service offices (\$40,000); redesign Tax Collector's Office employee office space (\$50,000)	Queuing system will enhance customer service by indicating available windows, allowing for language preference, and improving reporting functionality; office space redesign will improve utilization of limited workspace for employees
ES8-5: Effective County tax collection and property appraisal process	Procure a new interactive on-line occupational license processing system for the Occupational License Section of the Tax Collector's Office (\$200,000)	Enable Miami-Dade County businesses to purchase and renew occupational licenses on-line
ES8-5: Effective County tax collection and property appraisal process	Purchase a new tax system over three years to replace the current legacy system (\$5 million)	Improve connectivity to other County financial systems, enhance reporting capabilities, and reduce staff time required to research tax refunds

ES8-5: Effective County tax collection and property appraisal process

Purchase a high-speed check and stub imaging machine for the Tax Collector's Office to replace the current microfilming process (\$50.000); complete the second phase of automating the mail and payment processing system in the Tax Collector's Office (\$25,000)

Increase processing speed and accuracy, reduce processing costs in terms of staff time and microfilm: enhance the ability of the mail and payment processing machines to manage all types of tax payments handled by the division

Department: Finance

(\$ in 000s)

Department-wide Issues

1 Replace legacy systems and upgrade technology

Tax Collector's Office Issues

- 1 Replacement of tax collection and billing systems (\$2-8 million)
- 2 Review cashiering functions and system needs to improve Electronic Document Management System (EDMS) capabilities and electronic payments (credit and debit cards)
- 3 Continue organizational re-alignment and restructuring of operating units to increase efficiency and maximize resources.
- 4 Prepare for the proposed move to Overtown II scheduled for 2009-2010

Controller's Division Issues

- 1 Enhance and strenghten internal controls in accounts payable unit to expedite vendor payments.
- 2 Additional support and resources needed to continue effort for financial system replacement/ERP project.
- 1 Staff support for ERP implementation

			GE	NERAL DEPART	MENTAL FINAN	CIAL SUMMARY			
				Depa	artment: Financ	0			
A) ODI	EDATING DU	DOCT DEVENU	IES AND EXPEN	DITUDEO	(\$ in 000s)				
A) OF	ERATING DU	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVEN	NUE								
PROP	Ad Valorem Fees	\$8,088	\$7,965	\$8,578	\$10,109	\$10,909	\$10,016	\$11,359	\$11,819
PROP	Bond Transaction Fees	\$1,081	\$1,408	\$880	\$1,234	\$814	\$645	\$1,023	\$1,145
PROP	Carryover	\$4,637	\$3,821	\$2,663	\$3,161	\$5,616	\$5,663	\$8,349	\$5,972
PROP	Credit and Collections	\$2,312	\$2,603	\$2,950	\$2,940	\$3,810	\$3,480	\$3,111	\$3,084
PROP	Local Business Tax Receipt	\$2,493	\$2,585	\$2,978	\$3,080	\$3,426	\$3,238	\$3,564	\$3,579
PROP	Other Revenues	\$1,675	\$1,826	\$1,788	\$1,937	\$2,130	\$2,296	\$2,309	\$2,458
PROP	Tourist Tax Fees	\$1,417	\$1,502	\$1,713	\$1,954	\$2,171	\$2,441	\$2,298	\$2,495
PROP	Auto Tag Fees	\$10,532	\$10,916	\$10,915	\$11,585	\$12,113	\$12,476	\$12,359	\$12,714
PROP	QNIP Bond Proceeds	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
FED	Federal Funds	\$317	\$289	\$357	\$370	\$481	\$593	\$593	\$667
		400.000		400,000	400 (70				44.000
1	REVENUE	\$32,652	\$33,015	\$32,922	\$36,470	\$41,570	\$40,948	\$45,065	\$44,033
	Salary	\$12,391	\$13,229	\$14,022	\$15,828	\$16,332	\$18,199	\$18,814	\$19,681
	Overtime Salary	\$113	\$148	\$187	\$210	\$204	\$234	\$233	\$209
	Fringe	\$3,321	\$3,431	\$4,112	\$4,515	\$5,141	\$5,902	\$6,021	\$6,479
	Overtime Fringe	\$16	\$20	\$28	\$30	\$30	\$40	\$38	\$37
	Other Operating	\$6,640	\$4,617	\$5,630	\$5,209	\$7,071	\$8,416	\$8,408	\$8,350
ļ	Capital	\$35	\$164	\$270	\$173	\$239	\$2,914	\$844	\$3,147
TOTAL OPER/ EXPEN		\$ 22,516	\$21,609	\$24,249	\$25,965	\$29,017	\$3 5,705	\$34,358	\$37,903
	Debt Services	0	0	0	0	0	0	0	0
	Reserves	\$0	\$0	\$0	\$0		\$443	\$0	\$1,330
	Transfers	\$6,309	\$8,706	\$5,500	\$4,900	\$4,195	\$4,800	\$4,800	\$4,800
	Other Non- Operating	0	0	0	0	0	0	0	0
TOTAL OPER/ EXPEN		\$6,309	\$8,706	\$5,500	\$4,900	\$4,206	\$5,243	\$4,800	\$6,130
TOTAL	-	\$28,825	\$30,315	\$29,749	\$30,865	\$33,223	\$40,948	\$39,158	\$44,033

EXPENDITURES						<u> </u>		
REVENUES LESS EXPENDITURES	\$3,827	\$2,700	\$3,173	\$5,605	\$8,347	\$0	\$5,907	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	326	336	351	348	347	353	355	355
Full-Time Positions Filled =	293	298	304	318	315		326	0
Part-time FTEs Budgeted =	16	18	9	9	6	4	14	14
Temporary FTEs Budgeted =	11	9	8	10	10	11	15	12

Activity: Bond Adm	ninistration							
A) OPERATING BU	DGET - REVENU	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE					***************************************			
Bond Transaction Fees	\$1,081	\$1,408	\$880	\$1,234	\$814	\$645	\$1,023	\$1,145
Carryover	\$371	\$592	\$721	\$644	\$948	\$990	\$694	\$395
Other Revenues	\$745	\$739	\$712	\$687	\$794	\$635	\$770	\$812
TOTAL REVENUE	\$2,197	\$2,739	\$2,313	\$2,565	\$2,556	\$2,270	\$2,487	\$2,352
EXPENDITURES								
Salary	\$950	\$1,165	\$1,220	\$1,171	\$1,349	\$1,377	\$1,430	\$1,417
Overtime Salary	\$0	\$3	\$1	\$2	\$2	\$3	\$3	\$3
Fringe	\$260	\$319	\$342	\$301	\$357	\$396	\$415	\$412
Overtime Fringe	\$0	\$1	\$0	\$0	\$0	\$1	\$0	\$0
Other Operating	\$396	\$145	\$106	\$143	\$155	\$362	\$239	\$255
Capital	\$0	\$1	\$0	\$0	\$0	\$5	\$5	\$5
TOTAL OPERATING EXPENDITURES	\$1,606	\$1,634	\$1,669	\$1,617	\$1,863	\$2,144	\$2,092	\$2,092
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$0	\$126	\$0	\$260
Transfers	\$0	\$383	\$0	\$0	\$0	\$0	\$0	\$0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$1,606	\$2,017	\$1,669	\$1,617	\$1,863	\$2,270	\$2,092	\$2,352
REVENUES LESS EXPENDITURES	\$591	\$722	\$644	\$948	\$693	\$0	\$395	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	6	6	6	6	7	7	7	7
Full-Time Positions Filled =	6	6	6	6	7		7	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =					1	0	1	1

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Issue debt as required (100% = debt issued on time)	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES8-1
Comments/Justification:									
Produce the County's annual report to bond holders by June 1st (100% = report completed on time)	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES8-3
Comments/Justification:									
				· · · · · · · · · · · · · · · · · · ·	7				
Number of debt service payments (workload measure)	n/a	n/a	n/a	345	357	417	417	445	ES8-1
Comments/Justification:									
Number of Sunshine State Government Finance Commission sessions attended (maximum of four/year)	n/a	n/a	n/a	4	4	4	4	4	ES8-3
Comments/Justification:									

A-thirt Cook No.							=	—— —— ————————————————————————————————
Activity: Cash Man		IEC AND EVDEN	IDITUDEO					
A) OPERATING BU				F1 000 1 0F			T = 1,0000 0= 1	
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$14	\$17	\$51	\$65	\$91	\$0	\$79	\$0
Other Revenues	\$930	\$1,087	\$1,076	\$1,250	\$1,336	\$1,661	\$1,539	\$1,646
TOTAL REVENUE	\$944	\$1,104	\$1,127	\$1,315	\$1,427	\$1,661	\$1,618	\$1,646
EXPENDITURES								
Salary	\$561	\$633	\$640	\$773	\$866	\$1,045	\$995	\$986
Overtime Salary	\$3	\$1	\$2	\$2	\$0	\$1	\$1	\$1
Fringe	\$139	\$147	\$169	\$200	\$242	\$266	\$271	\$306
Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating	\$223	\$265	\$247	\$245	\$237	\$344	\$346	\$273
Capital	\$1	\$7	\$4	\$4	\$3	\$5	\$5	\$5
TOTAL OPERATING EXPENDITURES	\$927	\$1,053	\$1,062	\$1,224	\$1,348	\$1,661	\$1,618	\$1,571
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	. 0	0	0	0	0
TOTAL EXPENDITURES	\$927	\$1,053	\$1,062	\$1,224	\$1,348	\$1,661	\$1,618	\$1,646
REVENUES LESS EXPENDITURES	\$17	\$51	\$65	\$91	\$79	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	4	4	5	6	6	6	6	
Full-Time Positions Filled =	4	4	5	6	6		6	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =	2	1	0	1	1	1	1	

D) PERFORMANCE INFORMATION FO	R THIS ACT	IVITY (AT B	ASE LEVEL)						
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired	
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes	
Compliance with Investment Policy and Guidelines (100% = full compliance)	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES8-1	
Comments/Justification:										
Percent rate of return on County investments	2.82%	1.82%	1.66%	2.65%	4.40%	3.25%	4.40%	4.25%	ES8-1	
Comments/Justification:										

Activity: Controller	's Division							
A) OPERATING BU	DGET - REVEN	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$1,996	\$1,037	\$1,808	\$1,501	\$1,919	\$1,586	\$2,398	\$709
Credit and Collections	\$2,312	\$2,603	\$2,950	\$2,940	\$3,810	\$3,480	\$3,111	\$3,084
QNIP Bond Proceeds	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Federal Funds	\$317	\$289	\$357	\$370	\$481	\$593	\$593	\$667
TOTAL REVENUE	\$4,725	\$4,029	\$5,215	\$4,911	\$6,310	\$5,759	\$6,202	\$4,560
EXPENDITURES								
Salary	\$3,262	\$3,672	\$4,059	\$4,731	\$4,760	\$5,690	\$5,827	\$6,348
Overtime Salary	\$43	\$64	\$63	\$95	\$131	\$123	\$118	\$123
Fringe	\$851	\$936	\$1,196	\$1,331	\$1,502	\$1,807	\$1,866	\$2,070
Overtime Fringe	\$6	\$8	\$9	\$13	\$20	\$22	\$21	\$22
Other Operating	\$3,051	\$1,710	\$1,747	\$1,333	\$1,772	\$2,651	\$2,720	\$2,300
Capital	\$16	\$27	\$35	\$31	\$21	\$73	\$78	\$88
TOTAL OPERATING EXPENDITURES	\$7,229	\$6,417	\$7,109	\$7,534	\$8,206	\$10,366	\$10,630	\$10,951
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$0	\$121	\$0	\$291
Transfers	\$0	\$261	\$700	\$100	\$600	\$1,031	\$831	\$0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$7,229	\$6,678	\$7,809	\$7,634	\$8,806	\$11,518	\$11,461	\$11,242
REVENUES LESS EXPENDITURES	\$-2,504	\$-2,649	\$-2,594	\$-2,723	\$-2,496	\$-5,759	\$-5,259	\$-6,682

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	99	109	123	119	120	124	126	126
Full-Time Positions Filled =	94	99	105	107	107		116	
Part-time FTEs Budgeted =	2	2	2	3	3	2	7	
Temporary FTEs Budgeted =	2	1	2	2	2	1	4	

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired					
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes					
Comply with IRS reporting requirements for 1099 forms, 941 and W2's (100% = full compliance)	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES8-3					
Comments/Justification:														
Personal of invoices poid within 45 days														
Percent of invoices paid within 45 days of receipt	n/a	n/a	n/a	87%	84%	85%	84%	85%	ES8-3					
Comments/Justification:														
		 1					r							
Number of accounts worked per collection agent per day	n/a	n/a	67	98	97	95	100	105	ES8-4					
Comments/Justification:														
Develop County financial statements in accordance with Governmental Accounting Standards and post by 03/31 (100% = completed and posted on time)	n/a	n/a	n/a	100%	100%	100%	100%	100%	ES8-3					
Comments/Justification:														
Percent of vendor disbursements made via Automated Clearing House (ACH)*	33%	43%	55%	54%	58%	55%	58%	56%	ES8-4					
Comments/Justification: Automated Cle	aring House	(ACH) is the	n procees to	olootronical	ly transmit a	novmont dire	oothy to the year	dor's bank acc	ount.					

PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	CHANGE	DESIRED OUTCOMES
2	Payroll Personnel Support	0	0	155	155	116	39	0	0	No	No	3	ES8-3

								
Activity: Director's	Office							
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES								
Salary	\$561	\$463	\$468	\$545	\$465	\$579	\$644	\$610
Overtime Salary	\$5	\$6	\$3	\$7	\$0	\$0	\$0	\$0
Fringe	\$106	\$61	\$84	\$93	\$86	\$118	\$132	\$128
Overtime Fringe	\$1	\$1	\$1	\$1	\$0	\$0	\$0	\$0
Other Operating	\$24	\$-19	\$11	\$-11	\$68	\$89	\$76	\$80
Capital	\$0	\$1	\$10	\$4	\$3	\$5	\$5	\$5
TOTAL OPERATING EXPENDITURES	\$697	\$513	\$577	\$639	\$622	\$791	\$857	\$823
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$697	\$513	\$577	\$639	\$622	\$791	\$857	\$823
REVENUES LESS EXPENDITURES	\$-697	\$-513	\$-577	\$-639	\$-622	\$-791	\$-857	\$-823

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	7	7	7	7	7	7	7	7
Full-Time Positions Filled =	7	6	7	6	0		0	C
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	C
Temporary FTEs Budgeted =	1	1	0	1	0	0	0	C

	02	03	04	05	06	07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
urnover Rate (Departmentwide)	n/a	14%	6%	1%	.81%	2%	2%	2%	ES5-2

PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	CHANGE	DESIRED OUTCOMES
1	Personnel Support Technician for the Human Resources Section.	0	0	68	68	51	17	0	0	No	No	1	ES8-3

Activity: Tax Collec	tor's Office							
A) OPERATING BU	IDGET - REVEN	JES AND EXPEN	IDITURES				. ,	
,	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Ad Valorem Fees	\$8,088	\$7,965	\$8,578	\$10,109	\$10,909	\$10,016	\$11,359	\$11,819
Auto Tag Fees	\$10,532	\$10,916	\$10,915	\$11,585	\$12,113	\$12,476	\$12,359	\$12,714
Carryover	\$2,256	\$2,175	\$83	\$951	\$2,658	\$3,087	\$5,178	\$4,868
Local Business Tax Receipt	\$2,493	\$2,585	\$2,978	\$3,080	\$3,426	\$3,238	\$3,564	\$3,579
Tourist Tax Fees	\$1,417	\$1,502	\$1,713	\$1,954	\$2,171	\$2,441	\$2,298	\$2,495
TOTAL REVENUE	\$24,786	\$25,143	\$24,267	\$27,679	\$31,277	\$31,258	\$34,758	\$35,475
EXPENDITURES								
Salary	\$7,057	\$7,296	\$7,635	\$8,608	\$8,892	\$9,508	\$9,918	\$10,320
Overtime Salary	\$62	\$74	\$118	\$104	\$71	\$107	\$111	\$82
Fringe	\$1,965	\$1,968	\$2,321	\$2,590	\$2,954	\$3,315	\$3,337	\$3,563
Overtime Fringe	\$9	\$10	\$18	\$16	\$10	\$17	\$17	\$15
Other Operating	\$2,946	\$2,516	\$3,519	\$3,499	\$4,839	\$4,970	\$5,027	\$5,442
Capital	\$18	\$128	\$221	\$134	\$212	\$2,826	\$751	\$3,044
TOTAL OPERATING EXPENDITURES	\$12,057	\$11,992	\$13,832	\$14,951	\$16,978	\$20,743	\$19,161	\$22,466
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$11	\$196	\$0	\$704
Transfers	\$6,309	\$8,062	\$4,800	\$4,800	\$3,595	\$3,769	\$3,969	\$4,800
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$18,366	\$20,054	\$18,632	\$19,751	\$20,584	\$24,708	\$23,130	\$27,970
REVENUES LESS EXPENDITURES	\$6,420	\$5,089	\$5,635	\$7,928	\$10,693	\$6,550	\$11,628	\$7,505

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	210	210	210	210	207	209	209	20:
Full-Time Positions Filled =	182	183	181	193	195		197	
Part-time FTEs Budgeted =	14	16	7	6	3	2	7	
Temporary FTEs Budgeted =	6	6	6	6	6	9	9	

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08	
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Desired Outcomes
Percent complete of initiative to increase customer awareness of Tax Collector services	n/a	n/a	n/a	n/a	70	85%	85%	95%	ES8-5
Comments/Justification: Includ design of auto tag mail renewal n property website (now complete),	otice, expand	outreach and	l availability o	of information,	enhance on-				
Percent complete of initiative to mprove payments processing systems	n/a	n/a	n/a	n/a	25%	50%	70%	85%	ES8-5
Comments/Justification: Includ nvestigate point-of-sale technolo		ng activities: a	chieve Chec	k 21 complian	ice, procure a	nd implemen	t a new tax coll	ection system, a	nd —————
Percent complete of initiative to enhance Auto Tag customer service by improving guidelines	n/a	n/a	n/a	n/a	60%	75%	75%	95%	ES8-5
Percent complete of initiative to enhance Auto Tag customer service by improving guidelines Comments/Justification: Include on the high speed payments procured in the high s	es the following essor (completive is subject	ng activities: cete), develop to future acti	complete "Fast business start on by the Start	at Title" Progra	am (complete), conduct a p	pilot to process	auto tag registra ze and refurbish	tion renewa the auto tag
Percent complete of initiative to enhance Auto Tag customer	es the following essor (completive is subject	ng activities: cete), develop to future actionicies and or	complete "Fas business star on by the Sta dinances	st Title" Prograndard guidelin te Departmer	am (complete les for private it of Transpor), conduct a p	pilot to process	auto tag registra ze and refurbish	tion renewa the auto tag
Percent complete of initiative to enhance Auto Tag customer service by improving guidelines Comments/Justification: Include on the high speed payments procurventory warehouse.ic (this initial agencies, and review auto tag ad Percent complete of initiative to enhance customer service through improved facilities Comments/Justification: Include	es the following the state of the following the	ng activities: cete), develop to future actiolicies and or n/a	complete "Fas business star on by the Sta dinances n/a	st Title* Progradurd guideling the Departmen	am (complete les for private at of Transpor), conduct a p auto tag age tation), reduce 65%	pilot to process encies, moderni e processing e	auto tag registra ze and refurbish rrors in private an 80%	tion renewa the auto tag uto tag ES8-5
Percent complete of initiative to enhance Auto Tag customer service by improving guidelines Comments/Justification: Includ on the high speed payments procured inventory warehouse ic (this initial agencies, and review auto tag ad enhance customer service custom	es the following the state of the following the	ng activities: cete), develope to future actiolicies and or n/a	complete "Fas business star on by the Sta dinances n/a enovate publ ation Center's	st Title* Progradurd guideling the Department of	am (complete les for private at of Transported to Transported Transported to Transported Transpo), conduct a per auto tag age tation), reduce 65% ade Government and incr	pilot to process encies, moderni e processing e	auto tag registra ze and refurbish rrors in private an 80%	tion renewa the auto taç uto tag ES8-5
Percent complete of initiative to enhance Auto Tag customer service by improving guidelines Comments/Justification: Include on the high speed payments procurentory warehouse.ic (this initiate agencies, and review auto tag adependent complete of initiative to enhance customer service	es the following essor (completive is subject ministrative policy in many and many a	ng activities: cete), develope to future actiolicies and or n/a activities: rement Information n/a activities: cete	complete "Fast business star on by the Star dinances n/a enovate publiation Center's n/a	st Title* Progradard guideling the Department of	am (complete les for private it of Transpor), conduct a paratton, reduced the sauto tag age tation), reduced tation and and increase the sauto tag age tation and and increase tag age tation and and increase tag age ta	bilot to process encies, moderni e processing e 65% encies e processing e 65% encies e customer 60%	auto tag registra ze and refurbish rrors in private al 80% w complete), inveservices	tion renewa the auto tag uto tag ES8-5 estigate

Theare are no proposed enhancements in the Tax Collector's 0 0 0 0 0 0 0 0 0 Yes No	
Office for 2007- 08	ED1-1

GENERAL DEPARTMENTAL NON-OPERATING DETAILS

Department: Finance

(\$ in 000s)

EXPENDITURE NON-OPERATING

		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
EXPENDITU	JRES								
	Totals:								
Reserve	Contingency	\$0	\$0	\$0	\$0	\$11	\$196	\$0	\$704
Reserve	Contingency Reserve	\$0	\$0	\$0	\$0	\$0	\$126	\$0	\$260
Reserve	Contingency	\$0	\$0	\$0	\$0	\$0	\$121	\$0	\$291
Reserve	Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75
	Totals:	\$0	\$0	\$0	\$0	\$11	\$443	\$0	\$1,330
Transfers	COR Transfer	\$5,879	\$8,062	\$4,800	\$4,800	\$3,595	\$3,769	\$3,969	\$4,800
Transfers	COR Transfer	\$0	\$383	\$0	\$0	\$0	\$0	\$0	\$0
Transfers	COR Transfer	\$0	\$261	\$700	\$100	\$600	\$1,031	\$831	\$0
Transfers	Internal Transfer	\$430	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Totals:	\$6,309	\$8,706	\$5,500	\$4,900	\$4,195	\$4,800	\$4,800	\$4,800
	Totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Finance

(\$ in 000s)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS FROM FINANCE

Department(to)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006- 07 Projection	FY 2007-08 Base Budget Submission
Strategic Business Management	Office of Strategic Business Management - Bond Administration Support	No	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175
County Attorney's Office	County Attorney's Office - Legal Services	No	\$400	\$400	\$450	\$450	\$450	\$450	\$450	\$450
Board of County Commissioners	Board of County Commissioners - Office of Commission Auditor	No	\$120	\$16	\$16	\$16	\$16	\$16	\$16	\$16
County Manager's Office	County Manager's Office	No	\$0	\$112	\$104	\$0	\$0	\$0	\$0	\$0
Capital Outlay Reserve	Capital Outlay Reserve Fund - Pay- as-you-go Capital Projects	No	\$5,879	\$8,706	\$5,500	\$4,800	\$4,195	\$4,800	\$4,800	\$4,800
Communications	Communications Department - Community Periodical Program	No	\$0	\$0	\$0	\$10	\$10	\$10	\$10	\$10
	Total Transfer to other	Departments	\$6,574	\$9,409	\$6,245	\$5,451	\$4,846	\$5,451	\$5,451	\$5,451

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS TO FINANCE

Department(from)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Non-Departmental	QNIP Accounting Support - Capital Funds	No	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
	Accounting Support - Federal/State Grants	No	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$38
	Accounting Support - TDT Fund	No	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Total Transfer from other Departments			\$158	\$158	\$158	\$158	\$158	\$158	\$158	\$158

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Finance

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual		FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Submission
Contract Temporary Employee Costs	21510	\$251	\$293	\$336	\$238	\$438	\$175	\$357	\$259
Rent	25190	\$143	\$137	\$137	\$137	\$1,144	\$1,259	\$1,374	\$1,566
Payment to Strategic Business Management	00180/01092	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175
Payment to County Attorney	00180/01092	\$400	\$400	\$450	\$450	\$450	\$450	\$450	\$450
Payment to BCC	00180/01092	\$120	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Payment to County Manager's Office	00180/01092	\$0	\$112	\$104	\$0	0	\$0	\$0	\$0
Transfer to Capital Outlay Reserve Fund for Pay-as- you-go Capital Projects	53231	\$5,879	\$8,706	\$5,500	.\$4,800	\$4,195	\$4,800	\$4,800	\$4,800
Transfer to Finance Technology Improvement Fund	57000	\$0	\$0	\$0	\$0	\$0	\$2,458	\$1,983	\$1,677
Travel Costs	31210/31215/31220	\$105	\$59	\$64	\$88	\$79	\$112	\$111	\$116

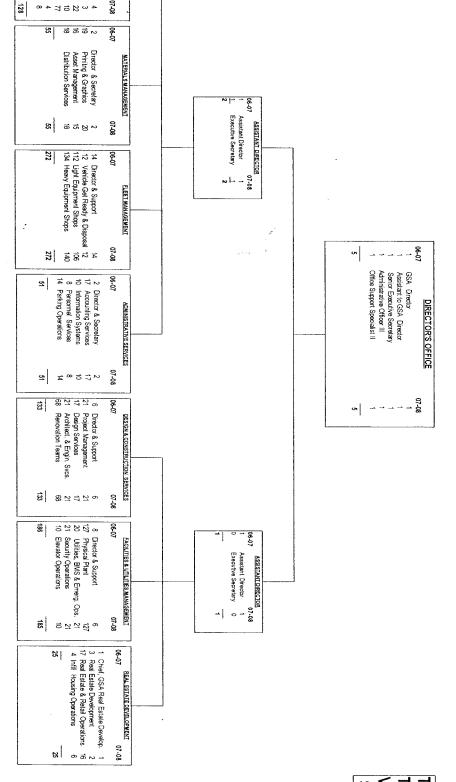
CAF	PITAL FUN		QUESTS (\$ in 000s)	REVENU	E SUMM/	ARY				
2007-08		Capital	Budget a		Year Cap	ital Plan				
DEPARTMENT:	Finance									
			2007-08	2008-09	2009-10	2010-11	2011-12	2012-13 FU	TURE	TOTA
Other County Sources Operating Revenue	965	815	3,430	3,895	450	o	0	0	0	8,59
Total:	965	815	3,430	3,895	450	0	0	0	0	8,5
		er yaqqaqaan eeser ib yana qaaqaqa	egyption of the transportation and specific	ing i shinkan makakaling ing a shinkan		en salas en managaria de es salas				
Department Total:	965	815	3,430	3,895	450	0	0	0	0	8,5

CAPITAL F	UNDED I			IDITURE S	UMMARY				
			000s)						
2007-08 Proj	osed Ca	pital Bud	iget and M	lulti-Year (Capital Pla	ın			
Enabling Strategies									
<u> </u>	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Computer and Systems Automation									
CHECK IMAGING HARDWARE - TAX COLLECTOR	15	35	0	0	0	0	0	0	5
DATA WAREHOUSE	200	500	0	0	0	0	0	0	70
ELETRONIC DATA MANAGEMENT SYSTEM	0	100	250	0	0	0	0	0	350
NEW CASHIERING SYSTEM FOR TAX COLLECTOR PUBLIC SERVICE OFFICES	0	0	50	250	0	0	0	O	30
PAYMENT PROCESSOR HARDWARE	25	200	200	0	0	0	0	0	42
REPLACE TAX SYSTEM	100	1,785	3,115	0	0	0	0	0	5,00
Computer Equipment		-					1		
FINANCE TECHNOLOGY IMPROVEMENT FUND	200	200	200	200	0	0	0	0	80
Departmental Information Technology Projects									
LOCAL BUSINESS TAX SYSTEM UPGRADE	50	0	0	0	0	. 0	0	0	5
Facility Improvements									
AUTO TAG WAREHOUSE RENOVATION	40	60	0	0	0	0	0	0	10
QUEUING SYSTEM - TAX COLLECTOR	0	0	80	0	0	0	0	0	8
REDESIGN/UPDATE OFFICE SPACE - TAX							_		
COLLECTOR	50	100	0	이	0	0	0	0	15
Improvements to County Processes									
1			esconderistrative resignation and extraction	n mar et espergenogen a cotençar may es est			protestico y v Manetario Meno		
Department Total:	680	2,980	3,895	450	0	0	0	0	8,00

GENERAL SERVICES ADMINISTRATION Departmental Table of Organization

Department Totals 2006-2007 2007-2008 858 FTE 857 FTE

(GSASTFOS)



8475234

Director & Support
Special Investigations Unit
Benefits Administration
Office Of Setty
7 Claims Administration
Quality Assurance
Property & Casualty

RISK MANAGEMENT

Total Positions: 858 Vacancy Value: Total Vacant: 70 \$1,516,050

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Staffing Charts - FY07 & FY08

Risk Management Administration

	- Manimodiation	Dudantad	Vacant at		Decilerate
Oss Cods	Olasaifia 4i au	Budgeted	Vacant at		Budgeted
Occ. Code	<u>Classification</u>	FY06-07	<u>Mar. 13.07</u>	<u>Value</u>	FY07-08
000297	Division Director 2, GSA	1			1
000290	GSA Operations Coordinator	1			1
000094	Administrative Secretary	1			1
000021	Office Support Specialist 2	1			1
009619	Risk Management Investigative Supervisor	1			1
001975	Risk Management Special Investigator	1			1
001904	Claims Representative 2	1			1
001918	Claims Administrator	1			1
001952	Insurance Data Supervisor	1			1
001951	Insurance Data Technician	1			1
000013	Clerk 4	1			1
001976	Manager, Risk Management Risk & Casualty	1			1
001973	Risk Management Specialist	3	1	19,568	3
001970	Risk Management Insurance Representative	4			4
		19	1	19,568	19
	Benefits Administration			•	
001955	Benefits Manager	1			1
001954	Insurance Benefits Supervisor	1			1
001938	Employee Benefits Supervisor	1	1	27,214	1
001939	Employee Benefits Coordinator	1		,- · ·	1
001937	Senior Employee Benefits Specialist	5			5
001953	Group Insurance Specialist	1			1
001940	Group Insurance Representative	4			0
000310	Account Clerk	3			2
000031	Secretary	1			1
000021	Office Support Specialist 2	2			2
009845	Benefits Supervisor	-			1
000011	Clerk 2	1			1
001934	Employee Benefits Representative	1			0
009588	Benefits Representative	0			6
	Zeneme representative	22	1	27,214	23
	Tort Liability	22	i	21,214	25
001916	Liability Claims Manager	1			1
001917	Tort Litigation Coordinator	1			1
001909	Liability Claims Coordinator	1			1
001913	Risk Management Appraiser	1			1
001904	Claims Representative 2	5			ا 5
001903	Claims Representative 1				5 1
001909	Liability Claims Investigator	4			4
001909	Liability Legal Claims Investigator	4			4
001912	· · · · · ·	2			2
001314	Liability Claims Adjuster	12			12
	148	31			31

148

Manager, GSA Workers Compensation	4			
	1			1
Workers Compensation Claims Examiner	4			4
Claims Representative 2	2			2
Claims Representative 1	9			7
Insurance Data Supervisor	1			1
Legal Claims Supervisor	1			1
Legal Claims Adjuster	7			5
Workers Compensation Claims Adjuster	12			14
Workers Compensation Claims Investigator	2			2
Workers Compensation Claims Representative	8	1	15,214	9
	47	1	15,214	46
Office of Safety				
Loss Prevention Supervisor	1			1
Loss prevention Specialist	7			7
Safety Specialist 2	1			1
Secretary	1			1
·	10			10
Total Risk Management	129	3	\$ 61,997	129
\ () () () () () () () () () () () () ()	Workers Compensation Claims Examiner Claims Representative 2 Claims Representative 1 Insurance Data Supervisor Legal Claims Supervisor Legal Claims Adjuster Workers Compensation Claims Adjuster Workers Compensation Claims Investigator Workers Compensation Claims Representative Office of Safety Loss Prevention Supervisor Loss prevention Specialist Safety Specialist 2 Secretary	Workers Compensation Claims Examiner Claims Representative 2 Claims Representative 1 Insurance Data Supervisor Legal Claims Supervisor Legal Claims Adjuster Workers Compensation Claims Adjuster Workers Compensation Claims Investigator Workers Compensation Claims Representative 8 Office of Safety Loss Prevention Supervisor Loss prevention Specialist Safety Specialist 2 Secretary 1 10	Workers Compensation Claims Examiner Claims Representative 2 Claims Representative 1 Insurance Data Supervisor Legal Claims Supervisor Legal Claims Adjuster Workers Compensation Claims Adjuster Workers Compensation Claims Investigator Workers Compensation Claims Representative Morkers Compensation Claims Representative 1 Office of Safety Loss Prevention Supervisor Loss prevention Specialist 7 Safety Specialist 2 Secretary 1 10	Workers Compensation Claims Examiner Claims Representative 2 Claims Representative 1 Insurance Data Supervisor Legal Claims Supervisor Legal Claims Adjuster Workers Compensation Claims Adjuster Workers Compensation Claims Investigator Workers Compensation Claims Representative Office of Safety Loss Prevention Supervisor Loss prevention Specialist Safety Specialist 2 Secretary 4 1 1 2 2 4 1 15,214 47 15,214 47 15,214 47 15,214

Staffing Charts - FY07 & FY08

Facilities & Utilities Management

Director's Office

Occ Code	Classification	Budgeted	Vacant at		Budgeted
Occ. Code 000259	<u>Classification</u> Division Director, GSA	FY06-07	Mar. 13.07	<u>Value</u>	FY07-08
000290	GSA Operations Coordinator	1			1
006488	GSA Building Manager 1	1			1
000400	Administrative Secretary	1			1
000034	Secretary	1			1
000812	Administrative Officer 3	1	1	22 672	0
000812	Special Projects Administrator 2	1	1	23,673	1
001035	Architect 4	1	1	26,351	0
001000	Alonitect 4	8		50,024	<u> </u>
		O	۷	30,024	O
	Physical Plant				
006491	Physical Plant Manager	1			1
009749	Assistant Physical Plant Manager	1	1	29,143	1
006489	GSA Building Manager 2	8		·	8
006488	GSA Building Manager 1	5	1	23,673	5
006469	Building Maintenance Supervisor	10		,	10
006438	Building Management Assistant 2	4	1	15,070	4
006439	Building Management Assistant 1	11	3	40,920	11
006101	Maintenance Mechanic	56	7	105,028	56
006501	Maintenance Repairer	1	1	12,919	1
006515	Mason	1		,	1
006516	Painter	4	2	31,241	4
006532	Refrigeration Mechanic	2	1	20,512	2
000013	Clerk 4	1	1	15,372	1
000031	Secretary	1		,	1
006456	Console Security Specialist 1	18			18
006459	Console Security Specialist 2	1			1
006462	Pest Control Manager	1			1
006572	Electric Electronic Engineer Tech 2	1			1
	•	127	18	293,877	127
	<u>Utilities</u> Management				
006447	Manager, Utilities Operations	1			1
001022	Engineer 3	1			1
006433	BMS Operator 1	7	1	14,191	1 7
006435	BMS Supervisor	1	I	14,131	1
006536	BMS Superintendent	1			1
006443	GSA Utility Plant Operator	3	1	10 770	2
006446	GSA Utilities Superintendent	0	Ī	18,778	3
006550	Power Systems Technician	6	1	10 604	1
000000		20	3	18,624 51,593	<u>6</u> 21
	150	20	J	31,383	۷1

	Security Management				
006460	GSA Chief of Security	1			1
009758	GSA Assistant Chief of Security	0			1
006459	Console Security Specialist 2	2			2
006458	Console Security Supervisor	1			1
006457	Security Supervisor	12	2	51,392	10
000013	Clerk 4	0			1
000031	Secretary	1			1
006533	Security Alarm Technician	2			2
006554	Security Alarm Supervisor	1			1
00316	Accountant 2	1			1
		21	2	51,392	21
	Office of Elevator Safety				
006475	Manager, Elevator Section	1			1
002101	Elevator Inspector	4			4
002189	Elevator Inspector Supervisor	1			1
006474	Elevator Contract Specialist	1			1
000310	Account Clerk	2			2
000031	Secretary	1			1
	•	10			10
	Total Facilities & Utilities Management	186	25	\$ 446,885	185

Staffing Charts - FY07 & FY08

Design & Construction Services

Director's Office

	<u>Bircotor o Ginoc</u>	Desilvatad	M4-4		Daniel and and
		Budgeted	Vacant at		Budgeted
Occ. Code	<u>Classification</u>	FY06-07	Mar. 13.07	<u>Value</u>	FY07-08
000297	Division Director GSA 2	1			1
000094	Administrative Secretary	1			1
000831	Special Projects Administrator 1	1			1
000290	GSA Operations Coordinator	1			1
000031	Secretary	1			1
006423	GSA Projects Cost & Sched. Spec.	1			1
		6			6
	Construction Management				
009562	Manager, GSA Construction Management	1	1	41,090	1
000811	Administrative Officer 2	1		,	1
006612	Construction Manager 3	7	2	65,997	7
006611	Construction Manager 2	9	5	136,269	11
006601	Construction Field Representative	3		,	3
		21	8	243,355	23
	Design Services				
006484	Manager, Design Services	1			1
000404	Secretary	1			1
000031	Architectural Drafter	1			1
		1			1
006477	Manager, Signage & Design	1			1
009750	Manager, Special Projects	0			0
006481	Interior Design Specialist	8			8
000268	Graphics Technician 2	4			4
		17			17
	Architectural & Engineering				
009372	Manager, A & E Services	1			1
001053	Senior Registered Architect	1			1
001034	Architect 3	3	1	27,253	3
001033	Architect 2	2			2
001051	Senior Professional Engineer	4			4
001052	Professional Engineer	4	1	31,188	4
001021	Engineer 2	5	1	22,519	4
009616	Landscape Architect 3	1			1
		21	3	80,961	20
	Renovation Services				
009762	Manager Renovation Services	1	1	38,218	1
000031	Secretary 152	1		,	1

006611	Construction Manager 2	2			2
000012	Clerk 3	1			1
000013	Clerk 4	1			1
006426	Construction & Renovation Supervisor 1	2			2
006424	Construction & Renovation Specialist	2			2
006101	Maintenance Mechanic	11			11
006501	Maintenance Repairer	3			3
006506	Locksmith	1			1
009522	Carpenter Supervisor	1			1
006508	Carpenter	12	1	16,329	12
006473	Electrician Superintendent	1			1
006510	Electrician	11			11
009524	Plumber Supervisor	1			1
006527	Plumber	5			5
006516	Painter	2			2
006515	Mason	1			1
006517	Spray Painter	1			1
006533	Refrig./Air Conditioner Super.	1			1
006532	Refrigeration/Air Conditioner Mechanic	5			4
000221	Storekeeper	1			1
000270	Buyer	1			1
		68	2	54,547	67
	Total Design & Construction	133	13	\$ 378,863	133

Staffing Charts - FY07 & FY08

Real Estate Development

Joint Development

		Budgeted	Vacant at		Budgeted
Occ. Code	<u>Classification</u>	FY06-07	<u>Mar. 13.07</u>	<u>Value</u>	FY07-08
000292	Chief, GSA Real Estate Development.	1			1
000832	Special Projects Administrator 2	1			0
009234	Real Estate Advisor	2			2
		4			3
	Infill Housing				
003479	MDHA Urban Land Development Manager	1			1
002156	Housing Inspector 2	1			1
003556	Real Estate Officer	1	1	24,828	3
000810	Administrative Officer 1	1	·	,,,_,	1
		4	1	24,828	6
	Real Estate Management				
000260	Manager, GSA	1			1
000031	Secretary	1			1
003557	Chief Real Estate Officer	2			2
003556	Real Estate Officer	11			10
000258	GSA Asset Management & Development. Officer	1			1
006431	Real Estate Specialist	1			1
	•	17			16
	Total Real Estate Development	25	1	\$ 24,828	25

Staffing Charts - FY07 & FY08

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Occ. Code	Classification	Budgeted FY06-07	Vacant at <u>Mar. 13.07</u>	<u>Value</u>	Budgeted FY07-08
000299	Director, GSA	1			1
000298	Assistant GSA Director	2	2	121,764	2
000296	Assistant to the GSA Director	1			1
000096	Senior Executive Secretary	1			1
000095	Executive Secretary	1	1	22,296	1
000812	Administrative Officer 3	1			1
000021	Office Support Specialist 2	1			1
		8	3	144,061	8
	Administrative Services				
000259	Division Director, GSA	1			1
000094	Administrative Secretary	1			1
		2			2
	Accounting				
000835	Manager, Budget & Accounting	1			1
000317	Accountant 3	1			1
000316	Accountant 2	2	1	24,693	2
000315	Accountant 1	5			5
000013	Clerk 4	1			1
000310	Account Clerk	7			7
		17	1	24,693	17
	Information Technology				
001847	Computer Services Manager	1			1
001850	Operating Systems Programmer	1			1
001845	Sen. Systems Analyst/Programmer	2			2
001844	Systems Analyst Programmer 2	3	1	32,788	3
001832	Network Manager 1	2			2
001827	Computer Technician 2	1	·		1
		10	1	32,788	10
	Personnel				
000417	Sen. Human Resources Manager	1			1

000412 000410 000402 000031 000021	Personnel Specialist 2 Personnel Specialist 1 Personnel Technician Secretary Office Support Specialist 2	1 2 2 1	1	13,522	1 2 2 1
		8	1	13,522	8
	Parking Operations				
006464	GSA Parking Facilities Manager	1			1
006029	Parking Lot Attendant Supervisor	1			1
006028	Parking Lot Attendant	10			10
000012	Clerk 3	1			1
000310	Account Clerk	1			1
		14			14
	Total Administration	59	6	\$ 215,064	59

Staffing Charts - FY07 & FY08

Fleet Management

Administration

		Budgeted	Vacant at		Budgeted
Occ. Code	<u>Classification</u>	FY06-07	Mar. 13.07	<u>Value</u>	FY07-08
000259	Division Director, GSA	1			1
000094	Administrative Secretary	1			1
006133	Fleet Management Service Manager	2			2
006139	Fleet Administrative Supervisor	4	1	24,828	4
000810	Administrative Officer 1	1			1
006126	Fleet Management Analyst 1	2			2
000015	Data Entry Specialist 1	1			1
006103	Heavy Truck Tire Repairer	1			1
001845	Senior Systems Analyst/Programmer	1			1
000310	Account Clerk	1			1
		15	1	24,828	15
	Vehicle Processing Operations				
006142	GSA Manager Equipment Services	1			1
006130	Fleet Management Asst Facility Supervisor	1			1
006504	Maintenance Repairer Auto	2			2
006118	Auto Bodyworker	1			1
000262	Auto Parts Specialist 2	1			1
006103	Heavy Truck Tire Repairer	1			1
		7			7
	Fuel, Construction Mgt. & Environ. Ops				
006135	Fleet Management Training Specialist 3	1			1
006131	Fleet Management Facility Supervisor	1			1
006114	Heavy Equipment Technician	1			1
001636	Data Control Technician 2	1			1
		4			4
	Light Equipment Operations				
006133	Fleet Management Service Manager	1			1
006131	Fleet Management Facility Supervisor	7			7
000031	Secretary	1			, 1
	•	•			•

006130	Fleet Management Asst Facility Supervisor	12			12	
006112	Light Equipment Technician	66	2	34,283	63	
000015	Data Entry Specialist 1	6			7	
006504	Maintenance Repairer Auto	11	3	38,756	8	
000261	Auto Parts Specialist 1	1			1	
006103	Heavy Truck Tire Repairer	1			0	
000262	Auto Parts Specialist 2	4			4	
001053	Semi-Skilled Laborer	1			1	
006501	Maintenance Repairer	1			1	
		112	5	73,040	106	
	Heavy Equipment Operations					
006133	Fleet Management Service Manager	1			1	
006131	Fleet Management Facility Supervisor	8			9	
000031	Secretary	1			1	
006130	Fleet Management Asst Facility Supervisor	8			8	
000262	Auto Parts Specialist 2	9			9	
000015	Data Entry Specialist 1	1			1	
006114	Heavy Equipment Technician	82	9	184,612	82	
006504	Maintenance Repairer Auto	1	J	104,012	4	
006112	Light Equipment Technician	0			2	
006103	Heavy Truck Tire Repairer	17	3	38,284	17	
006560	Welder	6	1		6	
000000	Wolder	134	13			
		134	13	240,038	140	
	Total Fleet Management	272	19	\$ 337,905	272	

Staffing Charts - FY07 & FY08

Materials Management

Director's Office

		Budgeted	Vacant at		Budgeted
Occ. Code	Classification	FY06-07	Mar. 13.07	<u>Value</u>	FY07-08
000259	Division Director, GSA	1			1
000094	Administrative Secretary	1			0
		2			1
	Printing, Graphics & Mail				
000255	GSA Graphics Services Manager	1			1
000254	Graphics Manager	3	1	25,969	4
000249	Offset Lithographer 3	3			3
000247	Offset Lithographer 2	1			1
000245	Offset Lithographer 1	3			3
000251	Lithographic Imaging Technician	2			2
001282	Duplicating Equipment Supervisor	1			1
000243	Graphics Typesetter	3			4
000244	Graphics Designer	2			2
000233	Materials Management Supervisor	1			1
000031	Secretary	1			1
000211	Mail Center Clerk 2	2			2
000209	Mail Center Clerk 1	2			2
		25	1	25,969	27
	Property Control & Business Supplies				
000260	Manager, GSA	1			1
000223	Capital Inventory Clerk	4			4
000226	Property Control Officer	1			1
001826	Computer Technician 1	1			1
000202	Inventory Clerk	3	1	12,709	3
000256	GSA Supply Specialist	8	1	11,830	8
000257	GSA Supply Supervisor	1			1
000270	Buyer	1			1
000224	Surplus Property Clerk	5			5
000225	GSA Surplus Property Supervisor	1			1
000233	Materials Management Supervisor	1			1
000021	Office Support Specialist 2	1			0
		28	2	24,539	27
	Total Materials Management	55	3	\$ 50,507	55

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES1-2: Conveniently accessed and easy-to-use services	Expand hours of operation at the Fleet Management Division maintenance shops and increase the amount of technical work done at the shops (twelve positions)	Complete 80 percent of preventive maintenance vehicle inspections within 48 hours of the vehicle drop-off; reduce the use of overtime (\$500,000); and reduce vehicle downtime for equipment needing air conditioning and weld repairs
ES3-3: "Best-value" goods and services (price, quality, terms and conditions)	Provide cost effective security services	Continue to reduce management fee for security contracts to six percent in FY 2006-07 from seven percent in FY 2005-06 and eight percent in FY 2004-05, while maintaining the current level of service
ES3-3: "Best-value" goods and services (price, quality, terms and conditions)	Complete a review of fee structure to ensure that real estate, architectural, design, and construction services to County departments are provided at a competitive price	Reduce real estate lease management fee on all new and renewal leases to four percent from eight percent; implement the revised fee structure for the Construction Management and Renovation Division to properly align costs with activities while equitably distributing overhead expenditures to the proper capital development projects
ES4-2: Available, reliable systems	Implemented a power generator emergency maintenance program in FY 2005-06 that incorporates technical assistance from the GSA Fleet Services Division and expands the Generator Maintenance Team (\$50,000 and one position)	Enhance reliability of 240 back-up power generators to minimize the risk of service interruptions during power blackouts by training vehicle maintenance staff to work on power generators; improve the cycle of maintenance for power generating equipment with the added Generator Mechanic and augment the generator maintenance team with selected Fleet Maintenance Mechanics during periods of extreme need
ES4-6: County processes improved through information technology	Implement an Internet based preventive maintenance scheduling and tracking system for the Fleet Management Division	Provide Fleet Management customers the ability to schedule services on-line and track vehicle repair status; provide Fleet Management system customers with an additional resource management tool

ES4-6: County processes improved through information technology	Design and implement an Internet accessible contractor insurance certificate tracking system	Provide contract management staff throughout the County updated information and customized reports pertaining to contractor insurance status in order to minimize contractor payment delays due to insurance lapses
ES4-6: County processes improved through information technology	Implement the Enterprise Asset Management System application for the Construction Management and Renovation Services (CMRS) and the Facilities and Utilities Management Division (FUMD) (\$550,000)	Provide CMRS and FUMD customers updated information about building renovations, construction, and service tickets; present transparent billing information; and track building repair and condition reports
ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problemsolving technology, etc.)	Provide training to planning and design personnel at the Construction Management and Renovation Services Division to acquire Leadership in Energy and Environmental Design certification	Design and build facilities that meet the United States Green Building Council common standard of measurement for green construction (buildings that make efficient use of resources and are environmentally friendly)
ES6-1: Safe, convenient and accessible facilities planned and built ready to meet needs	Manage construction of 37 scheduled Building Better Communities (BBC) Bond Program projects for several departments over the next 15 years (\$508 million total, \$10.39 million in FY 2006-07 and eight positions)	Deliver new and improved County facilities that provide various services to the community while improving safety, security, accessibility, and efficiency (i.e. North Dade Government Center, Krome and Pre-Trial detention centers, Miami-Dade Police Department Northwest Station, and the Department of Human Services Wynwood and Culmer Neighborhood service centers)
ES6-1: Safe, convenient and accessible facilities planned and built ready to meet needs	Provide architectural, design, and construction services to County departments (three positions funded from projects \$210,000)	Complete plans for three new libraries and begin construction on two; continue to work on the smoke evacuation system at Turner Guilford Knight Detention Center; and continue project management of the Overtown Transit Village and Children's Courthouse facilities
ES6-4: Well-maintained facilities	Expand the Preventive Maintenance Team in the Facilities and Utilities Management Division to increase targeted building preventive maintenance (\$255,000 and four positions)	Improve the appearance of GSA managed and operated facilities through focused maintenance and repair activity; reduce service ticket requests through increased preventive maintenance

ES6-4: Well-maintained facilities

Establish a Work Order and Service Ticket Fund for the maintenance and repair of GSA managed properties Allocate \$4.5 million in operating expenses to ensure funding for the completion of projects such as roof repairs, carpet replacements, building waterproofing, security upgrades, painting, sidewalks, and other repair and maintenance

Department: General Services Administration

(\$ in 000s)

Department-wide Issues

N/A

Administration Issues

- 4 Construct or acquire a parking facility to accommodate downtown parking needs.
- 6 Address parking shortage in the Civic Center area.

Risk Management Issues

- 7 Alternatives for health, property insurance
- 11 Funding for Public Works Department's Traffic Lights Maintenance Unit.

Design & Construction Services Issues

- 3 Conversion of Temporary staff to FTEs, per County A.O. 7-35.
- 1 Division's huge workload and additional staff to handle it.

Fleet Management Issues

5 Need to move the Heavy Fleet shop from the South Dade Government Center, looking at Homestead Air Reserve Base as possible new site

Facilities & Utilities Management Issues

- 8 Funding for Light Speed interim operating and maintenance expense
- 9 Homestead Air Reserve Base need funding for site master planning, day-to-day operation, capital and operating budgets
- 10 Operating expense impact of nightly and weekend FIU classes in SPCC
- 12 Funding for interim operating and maintenance of former Coast Guard Base housing development

Real Estate Development Issues

1 Sufficient staff to handle to Infill Housing Program

CW Other Revenues S0 S0 S0 S0 S1,911 S3,486 UMSA General Fund \$1,475 \$1,557 \$1,486 \$686 \$8,434 \$10,766 \$9,951 \$10,601 UMSA UMSA S1,475 \$1,577 \$1,486 \$686 \$8,434 \$10,766 \$9,951 \$10,601 UMSA Other Revenues \$0 S0 S0 S0 \$0 \$0 \$819 \$1,494 PROP Carryover \$7,076 \$6,834 \$10,779 \$15,233 \$23,370 \$14,743 \$27,342 \$1,652 PROP External Fees \$315 \$605 \$712 \$1,157 \$2,178 \$1,994 \$4,891 \$5,191 PROP Miscellaneous \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$				GENERAL D	DEPARTMENTA	L FINANCIAL S	UMMARY			
A) OPERATING BUDGET - REVENUES AND EXPENDITURES FY 2001-102 FP 2002-03 FY 2003-04 FY 2004-05 FY 2006-06 FY 2006-07 FY 2006-07 Base REVENUE CW Clear Revenues SU				Departme	ent: General S	ervices Admin	stration			
FY 2001-02					(\$ in 0	00s)				
Revenue	A) OPERATI	NG BUDGET - RE\	/ENUES AND E							
Comparison Com			FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
CV			Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Countywide	REVENUE									
UMSA General Fund UMSA S1,475 S1,575 S1,486 S8866 S8,434 S10,766 S9,951 S10,801 UMSA Other Revenues S0 S0 S0 S0 S0 S0 S3 S14,494 PROP Carryover S7,070 S6,834 S10,779 S15,293 S23,370 S14,744 S27,342 S1,652 PROP External Fees S315 S805 S712 S1,157 S2,178 S1,994 S4,891 S5,191 PROP Miscellaneous S0 S0 S0 S0 S0 S0 S0 S	cw		\$15,087	\$15,936	\$15,562	\$17,915	\$19,880	\$25,142	\$23,219	\$25,402
UMISA UMISA Cither Revenues \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	CW	Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$1,911	\$3,486
PROP Carryover \$7.076 \$6.834 \$10.779 \$15.293 \$23.370 \$14.743 \$27.342 \$1.652 PROP External Fees \$315 \$605 \$712 \$1.157 \$2.178 \$1.694 \$4.891 \$5.191 PROP Miscellaneous \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	UMSA		\$1,475	\$1,557	\$1,488	\$686	\$8,434	\$10,766	\$9,951	\$10,601
PROP External Fees \$315 \$605 \$712 \$1,157 \$2,178 \$1,694 \$4,891 \$5,191 PROP Miscellaneous \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	UMSA	Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$819	\$1,494
PROP Miscellaneous \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	PROP	Carryover	\$7,076	\$6,834	\$10,779	\$15,293	\$23,370	\$14,743	\$27,342	\$1,652
Interring Interagency Transfers State	PROP	External Fees	\$315	\$605	\$712	\$1,157	\$2,178	\$1,694	\$4,891	\$5,191
INTERTRINF Transfers SU S200 S3,400 S4,300 S0 S00 S1,300 S0 S0 S0 S0 S0 S0 S0	PROP	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTERTINE Charges \$140,739 \$133,997 \$133,495 \$172,429 \$190,193 \$210,198 \$212,223 \$213,903 INTERTINE Intradepartmental Transfers \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	INTERTRNF		\$0	\$280	\$5,463	\$4,500	\$0	\$600	\$1,358	\$0
INTERTRIVE Transfers So So So So So So So S	INTERTRNF		\$146,755	\$155,987	\$155,485	\$172,429	\$190,193	\$210,198	\$212,223	\$215,903
NTERTRN Other \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$	INTERTRNF		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FED	INTERTRNF	Proprietary Fees	\$0	\$0	\$0	\$0	\$865	\$1,158	\$200	\$200
TOTAL REVENUE \$170,708 \$181,199 \$189,489 \$211,980 \$244,920 \$264,901 \$283,449 \$263,929 \$275,000 \$284,92	INTERTRNF	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$935	\$0
Salary \$31,604 \$32,250 \$34,864 \$40,907 \$47,907 \$46,414 \$48,725	FED	Federal Grants	\$0	\$0	\$0	\$0	\$0	\$600	\$600	\$0
Salary \$31,604 \$32,250 \$34,864 \$40,907 \$47,907 \$46,414 \$48,725										
Salary \$31,604 \$32,250 \$34,864 \$38,544 \$40,907 \$47,907 \$46,414 \$48,725	TOTAL REVE	ENUE	\$170,708	\$181,199	\$189,489	\$211,980	\$244,920	\$264,901	\$283,449	\$263,929
Overtime Salary	EXPENDITU	RES								
Fringe		Salary	\$31,604	\$32,250	\$34,864	\$38,544	\$40,907	\$47,907	\$46,414	\$48,725
Overtime Fringe		Overtime Salary			\$2,881	\$3,020		\$2,040	\$2,644	\$2,658
Other Operating					\$10,246	\$10,959	\$12,878	\$15,678		\$16,345
Capital \$22,895 \$24,499 \$13,129 \$23,834 \$22,324 \$47,996 \$52,127 \$31,130 TOTAL OPERATING EXPENDITURES \$161,657 \$164,698 \$160,620 \$182,687 \$206,430 \$243,538 \$263,867 \$246,548 Debt Services \$0 \$221 \$427 \$461 \$4,487 \$11,437 \$11,437 \$5,970 Reserves \$0 \$0 \$0 \$0 \$0 \$7,926 \$4,118 \$8,958 Transfers \$2,933 \$5,365 \$13,148 \$6,276 \$4,431 \$2,000 \$2,375 \$2,453 Other Non-Operating 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 \$17,930 \$17,381 \$17,381 \$263,929 \$263,929 \$263,929 \$265,920 \$266,901 \$281,797 \$263,929 \$265,929 \$266,901 \$266,901 \$266,901 \$266,901 \$266,901 \$266,901 \$266,901		Overtime Fringe			\$451			\$354		
TOTAL OPERATING EXPENDITURES \$161,657 \$164,698 \$160,620 \$182,687 \$206,430 \$243,538 \$263,867 \$246,548 Debt Services \$0 \$0 \$221 \$427 \$461 \$4,487 \$11,437 \$11,437 \$11,437 \$5,970 Reserves \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$7,926 \$4,118 \$8,958 Transfers \$2,933 \$5,365 \$13,148 \$6,276 \$4,431 \$2,000 \$2,375 \$2,453 Other Non-Operating Operating TOTAL NON OPERATING EXPENDITURES \$2,933 \$5,586 \$13,575 \$6,737 \$8,918 \$21,363 \$17,930 \$17,381 TOTAL EXPENDITURES \$164,590 \$170,284 \$174,195 \$189,424 \$215,348 \$264,901 \$246,548										
EXPENDITURES \$161,657 \$164,698 \$160,620 \$182,687 \$206,430 \$2243,538 \$263,867 \$246,348 \$246,348 \$264,901 \$224,348 \$263,929 \$263,929 \$264,630 \$224,538 \$263,867 \$246,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$224,348 \$264,901 \$2263,929 \$2		Capital	\$22,895	\$24,499	\$13,129	\$23,834	\$22,324	\$47,996	\$52,127	\$31,130
Reserves			\$161,657	\$164,698	\$160,620	\$182,687	\$206,430	\$243,538	\$263,867	\$246,548
Transfers \$2,933 \$5,365 \$13,148 \$6,276 \$4,431 \$2,000 \$2,375 \$2,453 Other Non-Operating 0 \$21,363 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381 \$17,381		Debt Services					\$4,487			\$5,970
Other Non-Operating 0		Reserves						\$7,926		\$8,958
Operating		Transfers	\$2,933	\$5,365	\$13,148	\$6,276	\$4,431	\$2,000	\$2,375	\$2,453
EXPENDITURES \$2,933 \$5,586 \$13,575 \$6,737 \$8,918 \$21,363 \$17,930 \$17,381 TOTAL EXPENDITURES \$164,590 \$170,284 \$174,195 \$189,424 \$215,348 \$264,901 \$281,797 \$263,929 REVENUES LESS \$6,118 \$10,045 \$15,300 \$23,556 \$20,573 \$0 \$1,652 \$0 \$0 \$1,652 \$0 \$0			0	0	0	0	0	0	0	0
REVENUES LESS	1		\$2,933	\$5,586	\$13,575	\$6,737	\$8,918	\$21,363	\$17,930	\$17,381
	TOTAL EXPE	ENDITURES	\$164,590	\$170,284	\$174,195	\$189,424	\$21 <u>5,</u> 348	\$264,901	\$281,797	\$263,929
			\$6,118	\$10,915	\$15,294	\$22,556	\$29,572	\$0	\$1,652	\$0
	<u> </u>	TVLFUDITOKE9				<u> </u>				

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	762	745	770	805	815	858	857	857
Full-Time Positions Filled =	744	735	749	771	478		844	0
Part-time FTEs Budgeted =	13.5	13.5	13.5	19.62	5.65	17.75	20.5	21.94
Temporary FTEs Budgeted =	0.33	0.2	0.35	6.75	25.5	30.3	39	34.8

Activity: Administr	ation							
A) OPERATING BU	DGET - REVENU	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Fund UMSA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carryover	\$737	\$839	\$491	\$854	\$1,733	\$814	\$2,522	\$1,447
Internal Service Charges	\$2,804	\$2,810	\$2,867	\$4,329	\$3,672	\$2,723	\$3,373	\$3,120
TOTAL REVENUE	\$3,541	\$3,649	\$3,358	\$5,183	\$5,405	\$3,537	\$5,895	\$4,567
EXPENDITURES								
Salary	\$2,468	\$2,935	\$2,723	\$2,782	\$2,649	\$3,341	\$3,188	\$3,604
Overtime Salary	\$25	\$31	\$20	\$32	\$24	\$30	\$36	\$37
Fringe	\$664	\$641	\$732	\$735	\$782	\$980	\$961	\$1,111
Overtime Fringe	\$4	\$4	\$3	\$4	\$8	\$4	\$12	\$12
Other Operating	\$877	\$745	\$849	\$1,167	\$1,393	\$2,241	\$2,982	\$2,663
Capital	\$90	\$185	\$161	\$566	\$244	\$73	\$626	\$22
TOTAL OPERATING EXPENDITURES	\$4,128	\$4,541	\$4,488	\$5,286	\$5,100	\$6,669	\$7,805	\$7,449
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$422
Transfers	\$547	\$532	\$337	\$604	\$400	\$0	\$75	\$153
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$4,675	\$5,073	\$4,825	\$5,890	\$5,500	\$7,069	\$7,880	\$8,024
REVENUES LESS EXPENDITURES	\$-1,134	\$-1,424	\$-1,467	\$-707	\$-95	\$-3,532	\$-1,985	\$-3,457

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	53	54	54	55	57	59	59	59
Full-Time Positions Filled =	53	54	54	55			57	
Part-time FTEs Budgeted =	2.5	2.5	2.5	2.62	2.65	3.75	4.5	5.94
Temporary FTEs Budgeted =	0.33	0.2	0.35	0.75	0	0.3	1	0.3

D) PERFORMANCE INFORMATION F	PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)										
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Percent of surveyed customers stating that they are satisfied with parking services	N/A	N/A	90%	92%	90%	93%	93%	93%	ES1-4		
Comments/Justification: Parking cust that dissatisfaction or leave the business											
Establish and increase reserves (\$'000) for facility improvements or acquisition	N/A	N/A	N/A	N/A	N/A	\$400	\$0,	\$422	ES6-4		
Comments/Justification: Many of our replacement of lost capacity.	facilities are	in need of r	epair. Funds	are being s	et aside to a	ccomplish tha	at as well as to	provide seed mo	oney for the		
Replace parking and accounting equipment - percent of equipment replaced	N/A	N/A	N/A	N/A	N/A	75%	75%	100%	ES6-4		
Comments/Justification: Prudent fisc does little to inspire such confidence. W											
Percent of information requests from citizens completed within 21 days	N/A	N/A	N/A	75%	73.5%	80%	80%	85%	ES2-1		
Comments/Justification:						<u> </u>					
Resolve 80% of IT service calls within 24 business hours - percent achieved	N/A	N/A	55%	70%	80%	80%	80%	80%	ES4-3		
Comments/Justification: Many calls t	o the IT Sen	ice Desk ca	n be resolve	d within 24 b	ousiness hou	ırs. Our goal	is to remotely r	esolve as many	calls as		
possible thereby increasing staff efficie	ncy and mini	mizing user	downtime.								
Increase user satisfaction with IT services - percent of users stating that they are satisfied with IT services	N/A	N/A	N/A	N/A	100%	90%	90%	90%	ES4-1		
Comments/Justification: IT services									and that they		
are what the customers want. Users wi	ll be surveye	d to determi	ne their satis	sfaction level	and correct	ive measures	taken as appr	opriate.			
Expedite Tables of Organization to divisions - number of business days	N/A	N/A	9	7	8	6	6	6	ES5-1		
Comments/Justification: Recruitment				we speed up	vacancy inf	ormation to the	ne divisions, the	ey could shave a	ı few days off		
each recruitment thereby hastening the	hiring of qua	alitied perso	nnel.								
											
Reduce time to notify job applicants of their recruitment status - number of days after receipt of an applicant list/resumes from ERD	N/A	N/A	31	29	28	27	27	27	ES5-1		
Comments/Justification: Job application an interview, when and where they							promptly when	they have not be	een selected		
Create an online system allowing the divisions to view and track their recruitment status - percent of system completed	N/A	N/A	N/A	N/A	30%	95%	100%	100%	ES5-1		
Comments/Justification: Department keep them abreast of exactly where a r							uitment. An on	line, real-time sy	stem will		

Create and implement an online employee satisfaction survey - percent of system completed	N/A	N/A	N/A	N/A	0	75%	75%	90%	ES5-2
Comments/Justification: The retention or omotable potential and will assist in the commentation of the comments of the comme				ry employer.	A Succession	on Planning I	Program will he	lp to identify em	oloyees with
Develop an Succession Planning Program so that skills and talents cultivated and retained in the department - percent of program completed	N/A	N/A	N/A	N/A	N/A	50%	50%	100%	ES5-2
Comments/Justification:									
Percent of invoices paid within 30 days of receipt	N/A	N/A	75%	85%	85%	88%	88%	90%	ES8-3
Comments/Justification: Vendors rel rapid turnaround time of their invoices								eir invoices. It is	hoped that
Average number of days to process an invoice	N/A	N/A	21	12.8	4	7	7	7	ES8-3
Comments/Justification: Paying invo	ices within 3	0 days helps	vendors an	d the County	and may lo	wer contract	prices.		
Reduce prior year's accounts receivable by 80% - percent of receivables reduced	N/A	N/A	N/A	N/A	97%	80%	80%	80%	ES8-3
Comments/Justification: Revenue co	ollections are	very importa	ant to cashflo	w. Failure to	collect rece	ivables can	ead to debt wri	te-offs and ineffi	cient cash

E) EV 2007	-08 PROPOSED ENH	ANCEM	IENTS E	OR THIS	ACTIVIT	TV /IN PRI	ORITY O	PDED) (E	ROM RAS	E\			
PRIORITY	DESC.	cw	UMSA	OTHER COST	TOTAL	SALARY		OTUED		APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Add 2 Systems Analyst/Programmer 2 positions	0	0	150	150	117	33	0	0	No	No	2	ES1-4
enhanceme costs are al GSA needs needs anoth incident log bill processi	S/JUSTIFICATION:GS ent to our Elevator Trac imost double what a further to replace that vacancher SAP2 position to a , upgrades to the realing, special leave track to name a few.	cking Sy ll-time p cy as it i ssist wit estate d	stem. The control of	hose nee would cos ain progra eation and migration	ds and of it. In orde immer for d implem in and co	ther depar er to immed r our legac entation o nversion c	tmental re diately red by AS/400 f many oth f the Infill	quiremen luce costs systems ner autom Housing	ts could on , GSA has which are o ation proje (mega) spr	ly be addresse used another o currently being cts like reverse eadsheet into a	d if the position critical vacancy attended on a auctioning, se relational data	n is retained to fill this vo crisis basis. ecurity guard abase, web-	. Temporary old. Hpwever GSA also tracking and based FPL
	[a				r								
1	Personnel Specialist 3	0	0	76	76	60	17	0	0	No	No	1	ES5-4
FORWARD EXPOSURE TO THIS W THE LIABIL	RESOLUTIONS, TO THEM DUE TO THEM DUE TO THEM DUE TO EAT THE DEPARTMENT ORK. EXTANT STAFF. ITY EXPOSURE IS IN T PERSONNEL MANAS ISSUES.	SENS NTAL I IS UN IFINITE	ITIVITY LEVEL N ABLE TO , THE N	. THE CL MAKE IT I O ACCEF EED TO	AIM THA ENCUME PT AND E ACQUIR	T THEY A BENT UPC FFECTIV E THIS EX	RE NOT I IN DEPAF ELY PERI (PERTISE	PROPERI RTMENTS FORM TH IS PARA	LY STAFFI TO HAVE IOSE TASI MOUNT. 1	ED AND THE A E AND TRAIN S KS WITH ANY THIS POSITION	SSIGNMENT TAFF COMMI DEGREE OF (N WILL ALSO	OF LIABILIT TTED AND CONSISTEN FUNCTION	DEDICATED ICY. SINCE AS THE
2	Add a Senior Systems Analyst Programmer for DCSD's EAMS Implementation	0	0	86	86	66	18	0	2	No	No	1	ES4-3
TO COORE CONSTRUI THE PHASI PROGRAM	S/JUSTIFICATION:AS DINATE AND WORK E CTION SERVICES DI E ABSOLUTELY REQ IMER TO TAKE OVER YSTEMS ANALYST PI	FFECT VISION. UIRES. THE D	IVELY T WE AR THERE AY-TO-	O IMPLE E EMPLO FORE, A DAY COO	MENT E DYING E T THIS F DRDINAT	AMS IN TI XTREME I PHASE OF TION OF E	HE FACIL PRODUC THE PRO AMS IN T	ITIES & U TION ECC DJECTS,\ 'HE DESI	ITILITIES (ONOMIES WE ARE R GN & CON	DIVISION AS W AND ARE UTIL EQUESTING A ISTRUCTION S	/ELL AS THE .IZING ONLY . . SENIOR SYS SERVICES DIV	DESIGN & AS MANY S STEMS ANA /ISION. THE	TAFF AS LYST CURRENT
3	Add a Network Manager 1 to cope with the huge demands for hardware and software services.	0	0	80	80	61	17	0	2	No	No	1	ES4-3
automated that efficien	S/JUSTIFICATION:Th and accessible to citiz cy and productivity do es more than 30 calls	ens. Ne not suff	w install fer irrepa	ations ha	ve to wai gradation	t until staff . At least o	can atten	d to curre Network N	nt users w	hose systems h	ave malfunction	oned or beer	n broken so

Activity: Design &	Construction Se	nvices						
A) OPERATING BU			DITURES					
, , , , , , , , , , , , , , , , , , , ,	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$269	\$449	\$3,464	\$2,336	\$1,539	\$954	\$1,471	\$2,357
Internal Service Charges	\$22,726	\$26,738	\$26,531	\$21,099	\$27,859	\$24,730	\$33,885	\$30,608
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$935	\$0
TOTAL REVENUE	\$22,995	\$27,187	\$29,995	\$23,435	\$29,398	\$25,684	\$36,291	\$32,965
EXPENDITURES								
Salary	\$4,533	\$4,919	\$5,360	\$5,723	\$6,278	\$7,910	\$8,081	\$8,011
Overtime Salary	\$172	\$213	\$177	\$172	\$172	\$102	\$102	\$102
Fringe	\$1,328	\$1,213	\$1,618	\$1,643	\$2,065	\$2,594	\$2,607	\$2,633
Overtime Fringe	\$25	\$28	\$26	\$26	\$50	\$17	\$30	\$32
Other Operating	\$15,678	\$16,611	\$19,164	\$13,638	\$18,339	\$13,842	\$21,846	\$17,791
Capital	\$177	\$368	\$251	\$97	\$351	\$130	\$179	\$201
TOTAL OPERATING EXPENDITURES	\$21,913	\$23,352	\$26,596	\$21,299	\$27,255	\$24,595	\$32,845	\$28,770
Debt Services	0	0	0	0	0	0	0	0
Reserves	\$0	\$0	\$0	\$0	\$0	\$640	\$640	\$3,746
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$21,913	\$23,352	\$26,596	\$21,299	\$27,255	\$25,235	\$33,485	\$32,516
REVENUES LESS EXPENDITURES	\$1,082	\$3,835	\$3,399	\$2,136	\$2,143	\$449	\$2,806	\$449

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	104	112	114	116	122	133	133	133
Full-Time Positions Filled =	104	112	114	116	122		133	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =					23	22	25	25

D) PERFORMANCE INFORMATION F	OR THIS A	CTIVITY (AT	BASE LEV	EL)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Customer satisfaction level with service provided by Project Managers to User Agencies. Percent of satisfied customers.	N/A	N/A	N/A	N/A	N/A	75%	75%	80%	ES1-4
Comments/Justification: Survey of U	Iser Agency	to occur afte	er completion	of each pro	ject to rate q	uality of worl	and quality of	Project Manager	performance.
Creation and implmentation of WEB based Customer Satisfaction survey - percent complete	N/A	N/A	N/A	N/A	25%	50%	75%	100%	ES6-1
Comments/Justification: Finalize sur quarter (06-07)- finalize implementation								est site and respo	onses 3rd
Identify User Agency statisfaction with work and Project Manager performance. Percent of users satating they are satisfied.	N/A	N/A	N/A	N/A	N/A	75%	75%	80%	ES6-1
Comments/Justification: Survey of U	Jser Agency	to occur afte	er completion	of each pro	ject to rate o	uality of worl	and quality of	Project Manager	performance.
Customer satisfaction level with service provided by Project Managers to User Agencies. Percent of customers stating they are satisfied.	N/A	N/A	N/A	N/A	N/A	75%	75%	80%	ES1-4
Comments/Justification: Survey of L	Jser Agency	to occur afte	er completion	of each pro	ject to rate o	uality of worl	and quality of	Project Manager	performance.
Customer satisfaction level with service provided by Project Managers to User Agencies. Percent of satisfied customers.	N/A	N/A	N/A	N/A	N/A	75%	75%	80%	ES1-4
Comments/Justification: Survey of L	Jser Agency	to occur after	er compeltion	of each pro	ject to rate o	uality of worl	and quality of	Project Manager	performance.
Number of Service Tickets Completed by Renovation Services.	3,810	3,476	3,875	3,756	3,720	4,500	4,000	4,300	ES6-1
Comments/Justification: Approximat emergency, hurricane, preventive mail completed in the first quarter.									
Number of Libraries under construction as part of the Library Capital Plan	N/A	N/A	N/A	N/A	N/A	1	3	3	ES6-2
Comments/Justification: The constructions and Library is to be under construction.			des Library o	ompleted in	2006. Intern	ational Mall L	ibrary and Ken	dale Lakes starte	ed 06-07. The
Number of Libraries in the Design phase.	N/A	N/A	1	4	4	4	5	4	ES6-2
Comments/Justification: Design pha Miami will continue in design into FY 0		en Glades, V	Vest Flagler,	Internationa	l Mall and K	endale Lakes	completed FY	05-06. Naranja,	Aventura, So.
Number of projects assigned per project manager.	N/A	<u></u>	<u> </u>		N/A				<u> </u>
Comments/Justification: The current reviews to retain and acquire qualified	t ratio of proj professiona	ect assignm I staff. Additi	ents per pro onal staff wi	ject manage Il assist in re	r is 35 to 1. I ducing backl	Management log and curre	is working with nt workload.	ERD on comper	esation

E) FY 2007	-08 PROPOSED EN								FROM BA	SE)	CURRENT		
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	l vo l	POSITION CHANGE	DESIRED OUTCOME
1	CONVERSION OF TEMP AGENCY STAFF PER AO 7-35 IN A/E SECTION. ADD TEMP ARCHITECTURAL DRAFTER 2 THAT HAS BEEN AN "FTE" SINCE 2001.	0	0	46	46	34	12	0	0	No	No	1	ES1-1
ADMINISTI PRAFTING	TS/JUSTIFICATION: RATIVE ORDER 7-3 AND DESIGN DRA	5; INTO	AN FTE	. THIS P	OSITION	WILL CO	NTINUE T	O ASSIS	T THE AR	CHITECUTRAL	. AND ENGIN	EERING SE	CTION WITH
DPERATIN	IG COSTS.		<u></u> :										
2	CONVERSION OF TEMP AGENCY STAFF PER AO 7-35 INTO FTE'S; 1 CLERK 3, 1 STORES CLERK, 1 ACCOUNT CLERK AND 7 MAINTENANCE MECHANICS	0	0	448	448	313	133	2	0	No	No	10	ES1-4
TRADE SH WAREHOL SERVICE A MAINTENA	TS/JUSTIFICATION: IOP FACILITY SINCI JSE AND FOR INVE AND THE 7040/CSB ANCE MECHANICS I LABOR CONSISTEI	E 2002 A NTORY E CONT HAVE B	AND NE , ONE A RACTS EEN WO	ED TO BI CCOUNT ; AND A (DRKING /	E CONVI CLERK CLERK 3 ASSISTII	ERTED TO IS NEED! IS NEED! NG THE JO) 10 FTE'S ED TO CO ED FOR C	S. ONE S NTINUE LERICAL	TORE CLE BILLING A . ASSISTA	RK IS NEEDEL ND ASSISTING NCE AND BILL	D FOR ASSIS S VENDORS I ING QUESTION	TANCE IN T FOR CUSTO ONS. SEVEN	HE MER V
2	ADD A/E AUTOCADD MANAGER	0	0	76	76	49	17	0	10	No	No	1	ES1-4
	TS/JUSTIFICATION:Inplement and enforce												em for plans
5	Add a GOB Coordinator	0	0	76	76	52	17	0	7	No	No	1	ES1-1
COMMENT	rs/JUSTIFICATION:I	Provide	critical s		the Direct	ctor to coo			OB project	progress worklo	oad. Assist wit		

Activity: Facilities	& Utilities Mana	gement						
<u> </u>		UES AND EXPEN	IDITURES				<u> </u>	
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$15,087	\$15,936	\$15,562	\$17,915	\$19,880	\$25,002	\$23,060	\$24,504
Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$1,911	\$3,486
General Fund UMSA	\$1,475	\$1,557	\$1,488	\$686	\$8,434	\$10,706	\$9,883	\$10,502
Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$819	\$1,494
Carryover	\$2,713	\$1,247	\$164	\$-200	\$1,344	\$1,289	\$-162	\$-5,099
External Fees	\$315	\$605	\$712	\$1,157	\$2,178	\$1,694	\$4,891	\$5,191
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$280	\$5,463	\$4,500	\$0	\$600	\$600	\$0
Internal Service Charges	\$18,020	\$14,693	\$14,349	\$16,319	\$19,567	\$31,127	\$31,768	\$35,350
Intradepartmental Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$600	\$600	\$0
TOTAL REVENUE	\$37,610	\$34,318	\$37,738	\$40,377	\$51,403	\$71,018	\$73,370	\$75,428
EXPENDITURES								
Salary	\$6,632	\$6,147	\$6,756	\$7,557	\$7,615	\$9,443	\$8,803	\$9,943
Overtime Salary	\$410	\$387	\$429	\$447	\$431	\$409	\$406	\$428
Fringe	\$1,702	\$1,474	\$1,820	\$2,046	\$2,435	\$3,114	\$2,923	\$3,466
Overtime Fringe	\$61	\$53	\$67	\$68	\$54	\$63	\$49	\$79
Other Operating	\$28,662	\$26,021	\$24,504	\$28,508	\$35,672	\$42,165	\$49,755	\$50,901
Capital	\$1,187	\$266	\$316	\$256	\$103	\$1,013	\$1,328	\$986
TOTAL OPERATING EXPENDITURES	\$38,654	\$34,348	\$33,892	\$38,882	\$46,310	\$56,207	\$63,264	\$65,803
Debt Services	\$0	\$221	\$427	\$461	\$4,487	\$11,437	\$11,437	\$5,970
Reserves	\$0	\$0	\$0	\$0	\$0	\$2,930	\$3,165	\$3,053
Transfers	\$286	\$0	\$6,151	\$790	\$0	\$0	\$0	\$0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$38,940	\$34,569	\$40,470	\$40,133	\$50,797	\$70,574	\$77,866	\$74,826
REVENUES LESS EXPENDITURES	\$-1,330	\$-251	\$-2,732	\$244	\$606	\$444	\$-4,496	\$602

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	157	157	164	172	172	186	185	185
Full-Time Positions Filled =	157	157	164	172	117		185	_ 0
Part-time FTEs Budgeted =	8	8	8	15	0	12	12	12
Temporary FTEs Budgeted =	0	0	0	6	2	1	0	0

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percent variance of GSA building operating expense per square foot above or below(-) comparable orivate sector buildings.	n/a	4.70%	0	-1.72%	-1.08%	-1.00%	-1.00%	-1.00%	ES8-1
Comments/Justification: Compare Managers International (BOMI). Rep						ctor buildings	, as reported by	Building Owners	and
Number of emergency power lenerators tested with external esistive battery load banks	N/A	N/A	17	24	0	30	18	27	ES6-1
Comments/Justification: Emergen lenerators periodically increases the leveral hours, 'load bank' tests help ates as high as two in ten, or 20%.	e likelihood o to remove th	of failure during ne damaging	ng actual em carbon depo	ergency or hosits and imp	eavy load co rove overali	onditions. By reliability. In t	running a gener tests run to date	ator at its maximu , staff has encou	ım load for
lumber of days for issuance of elevator new installation permits	N/A	N/A	N/A	N/A	57.5	45	40.5	30	ED4-2
Comments/Justification: Increase aster processing will speed private								ment installation p	permits.
Percentage of regulated elevators	N/A	N/A	N/A	N/A	92%	85%	88%	90%	NU4-1
Operation. Comments/Justification: The Certion/7/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and	ficate year b of regulated industry, pr	elevator equ ovide easy a	ipment with ccess to sen	valid Certifica vices, implem	ates of Opera ent appropri	ation by enco ately gradua	uraging volunta ed warnings an	ry compliance wit od penalties for vic	h the State plations, and
Operation. Comments/Justification: The Certion 17/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement.	ficate year b of regulated industry, pr	elevator equ ovide easy a	ipment with ccess to sen	valid Certifica vices, implem	ates of Opera nent appropri 1-FY06/07, v	ation by enco ately gradual we have 30%	uraging volunta ed warnings an	ry compliance wit d penalties for vic requiring enhance	h the State plations, and
Operation. Comments/Justification: The Certion/1/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increase	ficate year boof regulated industry, prapplication	elevator equ ovide easy a of enforceme N/A	ipment with ccess to sen ent practices.	valid Certifica vices, implem As of end Q	ates of Opera nent appropri 1-FY06/07, v	ation by enco ately graduat we have 30%	uraging volunta ted warnings an delinquencies, 1,500	ry compliance with dispensive services for violate requiring enhances	h the State plations, and ed ES5-4
Operation. Comments/Justification: The Certion/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increase citizens. Rentable square footage maintained per maintenance	ficate year boof regulated industry, prapplication	elevator equ ovide easy a of enforceme N/A	ipment with coess to senent practices. N/A etencies will	valid Certifications (vices, implem As of end Q N/A) enhance sta	ates of Opera nent appropri 1-FY06/07, v	ation by enco lately gradual we have 30%	uraging volunta ted warnings an delinquencies, 1,500	ry compliance with dispensitions for violate requiring enhance 2,000 ent service to cus	h the State plations, and ed ES5-4
Operation. Comments/Justification: The Certicolor/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increased citizens. Rentable square footage maintained per maintenance employee Comments/Justification: The privater maintenance staff person. This remaintenance staff person.	ficate year to of regulated industry, pro application N/A proficiencies n/a n/a te sector, as neasure sho	elevator equovide easy a of enforcement of enforcem	ipment with coess to senent practices. N/A etencies will 70,832 the Building ated in relati	valid Certifications (ices, implem As of end Q N/A) enhance sta	ates of Operanent appropri 1-FY06/07, v 1,955 ff's ability and 61,818	ation by encolately gradual we have 30% 1,500 d motivation to 62,676 Association (E	uraging volunta ded warnings an delinquencies, 1,500 deliver excell 62,676 BOMA), maintain	2,000 ent service to cus	ES5-4 tomers and ES6-4 square feet
with valid current Certificates of Operation. Comments/Justification: The Certifo//31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increase citizens. Rentable square footage maintained per maintenance employee Comments/Justification: The private per maintenance staff person. This rease possible, but not at the expense of the	ficate year to of regulated industry, pro application N/A proficiencies n/a n/a te sector, as neasure sho	elevator equovide easy a of enforcement of enforcem	ipment with coess to serent practices. N/A etencies will 70,832 the Building ated in relati	valid Certifications (ices, implem As of end Q N/A) enhance sta	ates of Operanent appropri 1-FY06/07, v 1,955 ff's ability and 61,818	ation by encolately gradual we have 30% at 1,500 d motivation of 62,676 association (E on Rating. (T	uraging volunta ded warnings an delinquencies, 1,500 deliver excell 62,676 BOMA), maintain	2,000 ent service to cus	ES5-4 tomers and ES6-4 square feet
Comments/Justification: The Certifor/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increased entitizens. Rentable square footage maintained per maintenance employee Comments/Justification: The private maintained per maintenance staff person. This reas possible, but not at the expense of the expe	ficate year to of regulated industry, pro application of the N/A of proficiencies of customer.	elevator equovide easy a of enforcement of enforcem	ipment with coess to senent practices. N/A etencies will 70,832 the Building ated in relati	valid Certificatices, implem As of end Q N/A enhance sta 59,454 Owners and on to Custom	ates of Operation the American Appropriate Ty06/07, volume 1,955 ft sability and Managers Amer Satisfaction N/A	ation by encolately gradual we have 30% 1,500 d motivation of 62,676 Association (E on Rating. (T	uraging volunta ed warnings an delinquencies, 1,500 to deliver excell 62,676 BOMA), maintain he goal should	ent service to cus 65,000 ns roughly 59,800 be to maintain as	ES5-4 tomers and ES6-4 square feet high a ratio
Comments/Justification: The Certifor/31, not FY. Increase percentage Elevator Code. Increase outreach to ensure consistent interpretation and enforcement. Training Hours Comments/Justification: Increased entitizens. Rentable square footage maintained per maintenance employee Comments/Justification: The private maintenance staff person. This reas possible, but not at the expense of the expe	ficate year to of regulated industry, pro application of the N/A of proficiencies of customer.	elevator equovide easy a of enforcement of enforcem	ipment with coess to senent practices. N/A etencies will 70,832 the Building ated in relati	valid Certificatices, implem As of end Q N/A enhance sta 59,454 Owners and on to Custom	ates of Operation the American Appropriate Ty06/07, volume 1,955 ft sability and Managers Amer Satisfaction N/A	ation by encolately gradual we have 30% 1,500 d motivation of 62,676 Association (E on Rating. (T	uraging volunta ed warnings an delinquencies, 1,500 to deliver excell 62,676 BOMA), maintain he goal should	ent service to cus 65,000 ns roughly 59,800 be to maintain as	ES5-4 tomers and ES6-4 square feet high a ratio

Percent completed of the integration of the New Equipment permit application process with Elevator Tracking System.	N/A	N/A	N/A	N/A	N/A	50%	50%	100%	ED4-2					
omments/Justification: Modify Elevator Tacking System (ETS) to integrate permit application records - currently maintained in a database separate from TS. Will result in the automated issuance of State serial numbers and permits for Elevator New Installation projects, both of which are currently done nanually. By automating this process, the Division will save approximately \$50,000 per year.														
Percent completed of online inspection report capability to Elevator Tracking System.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100%	NU4-1					
Comments/Justification: Streamline process for private sector inspectors to submit all mandated elevator inspection reports to the Office of Elevator Safety. Electronic data submittal will reduce overall processing time over conventional hard copy delivery methods and data entry by staff.														
Number of facilities with contract security supervised by GSA Security	N/A	N/A	N/A	N/A	N/A	198	227	232	ES6-1					
Comments/Justification: Workload all security services contract sites ex							ontracts adminis	tered through GS	6A. Includes					
							F							
Complete chilled water district cooling loop expansion by interconnecting former-TECO and County distribution loops. Numbers represent percent of completion.	N/A	N/A	N/A	N/A	N/A	10%	10%	100%	ES8-1					
Comments/Justification: The chille in the Downtown Government Center	ed water plar er. The newe	nt and district r and more e	cooling loop	purchased oment at the	in 2006 mus new plant wi	t be expande Il provide chil	d and connecte led water for Co	d to the County's ounty loop at less	existing loop er expense.					
Percentage of scheduled preventive maintenance inspections completed	N/A	N/A	N/A	N/A	N/A	75%	75%	85%	ED1-1					
and repair of over 250 generators. T basis, depending upon the type of ge	Comments/Justification: The GSA Emergency Generator Team (EGT) has service contracts with 13 County agencies for the preventive maintenance (PM) and repair of over 250 generators. These contracts require that PM inspections and maintenance be conducted on a weekly, biweekly, monthly, or quarterly basis, depending upon the type of generator and nature of the facility. The closer the EGT comes achieving 100% of its scheduled inspections, the greater the likelihood of the units operating as needed during emergencies or power outages. The expansion in the number of units maintained has made it increasingly													
Percent of customers stating they are satisfied security management services.	N/A	N/A	N/A	N/A	100%	100%	100%	100%	ED1-1					
Comments/Justification:														

PRIORITY	-08 PROPOSED DESC.	cw	UMSA	OTHER COST	TOTAL	SALARY		OTHER OPER.		APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Improve service levels for emergency generators at County facilities by adding additional power systems technician to GSA Emergency Generator Team.	0	Oi		76	39	13	23	1	No	No	1	ES6-4
An additiona	S/JUSTIFICATION AIR Power System	s Techn	ician wi	Il reduce t	he exces	sive work	load per te	chnician,	increase th	ne number of so	heduled preve	entive mainte	nance
tandards, t	, improve staff's a the EGT remains percentage of so	a full F	TE shor	t of adequ	ate staffi	ing. Fundir	ng is adeqi	uate to co	ver the req	uired position.	The added pos	ition will help	staff to
icrease its	percentage of st	rieuulei	PIVITIS	spections	110111 007	o to closei	10 100 %,	and to inc	rease the	number of armu	al load ballk te	515 110111 32	IO 40.
1	Add Customer Service position and 2 Elevator Inspectors for the addition of a Collection and Enforcement Unit for "Operation Clean Slate", in an enhanced enforcement activity to increase the number of elevators which have a valid Certificate of Operation.	0	0	0	0	142	44	65	0	No	No	3	NU4-1
15% to 55% ootential ris	S/JUSTIFICATION 6, based upon outline k to the public, a at the outset, an	ır experi nd regu	ence - a latory re	and peaks venue to	out at ro the Cour	oughly 90% ity. Increas	6, by Marc	h or April	of the follo	wing year. This	is unacceptab	le, both in te	rms of
	MLK Building Staff	1928	188	0	2116	114	43	1949	10	No	No	3	ES6-4
COMMENT	S/JUSTIFICATION THIS FAC						ne manag	ement of	this facility,	which Miami-D	ade County in	tends to pure	chase as
	Security study for downtown critical assets	0	0	400	400	0	0	400	0	No	No	0	ES6-1

AS MANY	OTHER RESULT	ING MIT	IGATIC	N/PROTE	CTION	MEASURE	S.		. 					
			i											
2	Light Speed Building Staff	143	61	0	204	153	51	0	0	No	No	4	ES6-4	
COMMENT 2006.	OMMENTS/JUSTIFICATION:Additional staff required in order to assume management of the Light Speed facility, which Miami-Dade County purchased July 006.													
3	Increase Security Supervisor staffing	0	0	101	101	55	16	30	0	No	No	1	ES6-4	
Security Co which equa which equa in service h	rs/JUSTIFICATIO ontract as have the ates to a ratio of 2 ates to a ratio of 3 nours are equivaled ion. Even with the	e conse ,067 ho ,352 ho ent to the	equent re urs of se urs of se addition	esponsibili ervice to 1 ervice to 1 en of a larg	ties. Tota supervis supervis je securi	al security sor. Securi sor. The se ty sector a	service ho ty service ecurity ser and require	ours per-v hours per vice hours es an add	veek in 199 r-week in 20 s per-week itional Secu	8 were 10,448 of 2005 were 32,35 projected for Firity Supervisor	managed by 6 3 managed by ⁄ 2007–08 a to ensure ade	Security Su 10 Security re 36,967. To quate contra	pervisors, Supervisors, he increase	
	Increase		i i	<u></u> -				ſ			<u> </u>	r		
4	Security Operations Center staff.	0	0	12	12	29	12	-29	0	No	No	1	ES6-4	
COMMENT	rs/JUSTIFICATIO	N:The	addition	of one Co	nsole Se	ecurity Spe	ecialist #2	will provid	de an appro	ximate savings	of \$30,000. in	reoccurring	overtime	
	utilized for the co												allowing	
4	Add three positions to the DHS Preventive Maintenance Program	93	40	0	133	80	53	0	0	No	No	3	ES6-4	
COMMENT Departmen	TS/JUSTIFICATION It of Human Service	N:Addi ces. DH	tional sta S has fu	aff require anding for	d in orde this prog	r to assun	ne mainter 7 06-07 ar	nance agr	reement be 08.	tween General	Services Admi	nistration an	d the	
4	Add Employee Wellness Program Coordinator	65	7	0	72	55	17	0	0	No	No	1	ES5-3	
fitness man needed sta insurance p operation;	rs/JUSTIFICATIC nagement compar iff support (a) to c providers, the Pub and direct future of Administration an	ny. It is s oordina olic Heal expansio	staff's in te the Ri th Trust on oppor	tent to exp FP proces and other rtunities in	oand the is for a lo local he to other	fitness cer ong-term fa alth care p	nter into a acility oper providers;	full servio ator; facil coordinat	ce corporate litate the co e center pr	e wellness cent ollaboration and ogram offerings	er. This enhan involvement c ; provide quali	cement will p of County hea ty control over	orovide alth er the	
	Increase		<u> </u>		7]			
4	Alarm Technician section staffing.	0	0	87	87	42	15	30	0	No	No	1	ES6-4	
SITES ARE URGENT F ROUTINEL UNIT TO E SAVINGS	IS/JUSTIFICATICE HIGHLY SENSI REPAIRS ON A D LY TURNS DOWN NHANCE THE NI TO COUNTY DEFI L-UP FOR ALARN .	TIVE; C AILY BA I REQU UMBER PARTMI	OURTS ASIS. AI ESTS F OF NE ENTS W	,POLICE, DDITIONA OR NEW W INSTAL /HO REQI	HOUS- I LLY THI INSTAL LATION UIRE AL	NG,WATE E UNIT IN LATIONS IS.THE IM ARM INST	R & SEW STALLS (DUE TO 1 PACT OF FALLATIO	ER AND CTV, BU THE LACI THE ADI NS DUE	ELECTED RGLARY A K OF STAF DITIONAL S TO THE EN	OFFICIALS' OF ND PANIC AL/ FING. AN ADD SERVICES WIL NORMOUS MAI	FICES. SAID ARM SYSTEM ITIONAL POS L EQUATE TO RK-UPS IN TH	SITES REQI S. THE UNI ITION WILL D GREATER IE PRIVATE	JIRE F ALLOW THE OVERALL SECTOR.	

F) FY 2006-07 REDUCTIONS IF NECESSARY FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)												
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	POSITION CHANGE	RELATED OUTCOME
1	Reduce electronic screening at the Stephen P. Clark Center to pre- 911 levels	-729	-71	0	-800	0	0	-800	0	No	0	ES6-1
COMMENTS/JUSTIFICATION:Electronic screening for access to BCC floors would be continued. Current screening of all SPCC visitors and belongings does ittle to deter terrorist threats, and does not address workplace violence.												
Reduce or eliminate security guard at the Radio Shop by installing automatic gate with card access and remote monitoring Reduce or eliminate security guard at the -128 -55 100 -83 0 0 -183 100 No 0 ED1-1												

COMMENTS/JUSTIFICATION:During the first year after implementation, this project would produce a savings of \$83,500. Subsequent years are estimated at \$183,500 savings in security guard services.

Activity: Float Man	Activity: Fleet Management											
A) OPERATING BU		JES AND EXPEN	IDITURES									
.,	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08				
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base				
REVENUE												
Carryover	\$3,233	\$4,519	\$6,950	\$13,281	\$18,522	\$11,819	\$22,492	\$2,353				
Internal Service Charges	\$76,692	\$80,883	\$79,606	\$96,119	\$101,018	\$113,372	\$105,198	\$107,998				
TOTAL REVENUE	\$79,925	\$85,402	\$86,556	\$109,400	\$119,540	\$125,191	\$127,690	\$110,351				
EXPENDITURES												
Salary	\$10,328	\$10,230	\$11,055	\$12,311	\$12,814	\$14,034	\$13,512	\$13,833				
Overtime Salary	\$1,567	\$1,777	\$2,144	\$2,259	\$2,233	\$1,396	\$1,973	\$1,964				
Fringe	\$3,139	\$3,375	\$3,649	\$3,739	\$4,230	\$4,780	\$4,452	\$4,969				
Overtime Fringe	\$240	\$244	\$336	\$355	\$355	\$250	\$317	\$318				
Other Operating	\$34,232	\$35,615	\$36,788	\$45,410	\$52,221	\$52,832	\$53,722	\$56,727				
Capital	\$21,324	\$23,562	\$12,278	\$22,793	\$21,531	\$46,341	\$49,659	\$29,513				
TOTAL OPERATING EXPENDITURES	\$70,830	\$74,803	\$66,250	\$86,867	\$93,384	\$119,633	\$123,635	\$107,324				
Debt Services	0	0	0	0	0	0	0	0				
Reserves	\$0	\$0	\$0	\$0	\$0	\$3,956	\$200	\$1,500				
Transfers	\$2,100	\$2,100	\$4,500	\$2,100	\$1,100	\$0	\$0	\$0				
OthNonOper	0	0	0	0	0	0	0	0				
TOTAL EXPENDITURES	\$72,930	\$76,903	\$70,750	\$88,967	\$94,484	\$123,589	\$123,835	\$108,824				
REVENUES LESS EXPENDITURES	\$6,995	\$8,499	\$15,806	\$20,433	\$25,056	\$1,602	\$3,855	\$1,527				

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	278	250	260	259	257	272	272	272
Full-Time Positions Filled =	260	240	246	247	239		261	
Part-time FTEs Budgeted =	1	1	1		0		0	
Temporary FTEs Budgeted =						6	9	

ļ	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-	FY 2006-07	FY 2007-08	Dooles
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Desired Outcomes
Percentage of fuel sites converted to								Submission	
the VIT cardless fuel system which will increase customer satisfaction by reducing the time required to obtain fuel.	N/A	20	69	79	100%	100%	100%	100%	ES7-1
Comments/Justification: 24 of the 29 f	uel sites hav	e been equi	pped with th	e cardless fu	el system.				
Cumulative number of VIT cardless transmitter installations on new vehicles.	N/A	N/A	266	946	2,280	3,080	3,080	3,880	ES7-1
Comments/Justification: By the end of 1,000 installations are projected for 06/0							nology)are pro	jected and an ad	ditional
Identify, procure and implement fleet									
management software that will replace the currently outdated Equipment Management System. The new software will not only provide the same services as EMS but also include a motor pool and vehicle replacement module, and improved reporting functions designed to improve customer satisfaction and better monitoring of vehicle usage. PERCENT COMPLETED.	N/A	N/A	N/A	N/A	10%	75%	75%	100%	ES1-4
Comments/Justification: The goal of the form of FY 06/07 and finalized by the end of F		is to ensure	that a new f	eet manage	ment softwa	re is purchas	ed and implem	entation is begu	n by the end
			,	<u></u>	, 				
Expansion and Monitoring of Vehicle Replacement Cycle to 90,000 miles for general municipal usage and 100,000 miles for dedicated police usage. Percent of program completed.	N/A	N/A	N/A	N/A	N/A	100%	100%	100%	ES1-4
Comments/Justification:									
Monitor and compare light equipment									
repair performance with established industry standards. Meet or exceed industry standards on specific repairs 95% of the time.	N/A	N/A	N/A	N/A	N/A	50%	75%	95%	ES1-4
Comments/Justification: Through this current industry standards.	initiative we	will monitor	the performa	nce of our L	ight Equipm	ent productio	n employees fo	or certain repairs	versus
Monitor employee productivity to maintain competitive rates. Percent of billable time vs. available time.	N/A	N/A	N/A	N/A	N/A	90%	90%	95%	ED1-4
Comments/Justification: Through this monitor production employee productivit					ith those of	service provi	ders in the priv	ate sector. We v	vill also
								,	
Monitor employee productivity to maintain competitive rates. Percent of billable time vs. available time.	N/A	N/A	N/A	N/A	N/A	90%	90%	95%	ES1-4
Comments/Justification: Through this monitor production employee productivit					rith those of	service provi	ders in the priv	ate sector. We v	vill also

E) FY 2007) FY 2007-08 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)												
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Add five Heavy Equipment Technicians.	0	0	289	289	220	69	0	0	No	No	5	ES7-1
	S/JUSTIFICATIO												
1 1	Equipment Management System	0	0	1500	1500	0	0	1500	0	No	No	0	ES4-6
	COMMENTS/JUSTIFICATION:Fleet Management has been trying to replace the legacy EMS that is fraught with glitches and other limitations. EAMS did not provide a match or fit. Other systems have been investigated and one selected for implementation.												

Activity: Materials	Management							
A) OPERATING BU		JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$-26	\$-379	\$-334	\$-924	\$-400	\$-200	\$-67	\$0
Internal Service Charges	\$13,815	\$17,863	\$16,682	\$18,563	\$19,034	\$18,265	\$18,694	\$19,051
TOTAL REVENUE	\$13,789	\$17,484	\$16,348	\$17,639	\$18,634	\$18,065	\$18,627	\$19,051
EXPENDITURES								
Salary	\$2,189	\$2,251	\$2,397	\$2,618	\$2,709	\$2,898	\$2,900	\$2,976
Overtime Salary	\$101	\$112	\$104	\$97	\$143	\$91	\$115	\$115
Fringe	\$548	\$567	\$675	\$767	\$845	\$962	\$924	\$1,019
Overtime Fringe	\$21	\$15	\$16	\$15	\$23	\$16	\$18	\$19
Other Operating	\$10,863	\$11,841	\$11,504	\$11,376	\$12,438	\$11,820	\$12,057	\$12,158
Capital	\$83	\$54	\$15	\$48	\$57	\$0	\$35	\$185
TOTAL OPERATING EXPENDITURES	\$13,805	\$14,840	\$14,711	\$14,921	\$16,215	\$15,787	\$16,049	\$16,472
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	\$0	\$2,733	\$2,160	\$2,782	\$2,225	\$2,000	\$2,300	\$2,300
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$13,805	\$17,573	\$16,871	\$17,703	\$18,440	\$17,787	\$18,349	\$18,772
REVENUES LESS EXPENDITURES	\$-16	\$-89	\$-523	\$-64	\$194	\$278	\$278	\$279

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	55	54	55	56	55	55	55	
Full-Time Positions Filled =	55	54	55	56			55	
Part-time FTEs Budgeted =	2	2	2	2	3	2	4	
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMAT	ION FOR T	HIS ACTIVITY	(AT BASE LE	VEL)					
	FY 2001- 02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Reduce the amount of stock on nand - number of inventory tems	N/A	N/A	252,600	204,642	193,526	187,000	185,000	185,000	ES3-1
Comments/Justification: In FY	04-05, this	effort resulted	in a stock redu	iction of 19%.	Measure is nur	nber of units o	f sale, not dolla	ars.	
		 -							
ncrease in color digital output. No of impressions produced.	N/A	N/A	12,000	27,000	535,003	500,000	550,000	600,000	ES2-1
Comments/Justification: With the	he acquisiti	on of a second	l color copier, v	we'll now be at	le to meet den	nand.			
Conduct quotemor actisfaction		 -							
Conduct customer satisfaction surveys - percent of satisfied customers	N/A	N/A	N/A	N/A	95%	85%	95%	95%	ES1-4
Comments/Justification: Custo ix months. Our goal is to attain a						eriod of two mo	onths. This pro	cess will be rep	peated in
Reduce backorders - number of backordered line items	N/A	N/A	N/A	93	85	N/A	N/A	N/A	ED1-1
Comments/Justification: At the of line items on backorder to 60.								educe the aver	age numbe
Moving Crew Production	N/A	N/A	N/A	N/A	506	500	500	500	ED1-1
Comments/Justification: This n							استستسا		
							· · · · · · · · · · · · · · · · · · ·		
Revenue returned to lepartments from surplus property sales.	N/A	\$2,733,000	\$2,160,000	\$2,782,000	\$5,741,561	\$2,000,000	\$2,300,000	\$2,300,000	ED1-1
Comments/Justification: This n	neasure wil	reflect the fun	ds returned to	departments f	rom the sale of	surplus prope	rty, on an anni	ual basis.	
					 -				
Processed outgoing U.S. Mail - nillions of pieces processed	N/A	N/A	N/A	N/A	2,771,305	2,800,000	2,800,000	2,800,000	ED1-1
Comments/Justification: This n	neasure wil	report on the	number of pied	ces of process	d outgoing U.S	. Mail. FY05-0	6 Q1: 686,475	pieces were pr	ocessed.
r_ i-i	L N/A		F 1//A	ALIA	34	35	40		CD4.4
Fraining/Seminars Comments/Justification: To pro	N/A	N/A	training per qu		<u></u>		40	48	ED1-1
70 minento/outtinouton. 10 pre	TVIGO de lod	st oo nouis or	daning per qu	arter to the ore	prilo Design si				
Business services to non- County entities - number of entities doing business with Materials Management Division	N/A	N/A	N/A	32	29	32	30	30	ED1-1
Comments/Justification: This reservices to.	neasure wil	report, on an	annual basis, t	the number of	non-County en	tities that Mate	rials Managen	nent provided b	usiness
Business Supply Orders Filled	20,640				لينينا	20,000			
Comments/Justification: This n 3,830 orders	neasure wil	I monitor the n	umber of regul	ar business su	pply requests	received and fi	lled on a quart	erly basis. Fy0:	o-06 Q1:
Special Orders for business supplies	N/A	N/A	813	840	1,043	800	1,200	1,300	ED1-1
Comments/Justification: This n	neasure wil	I quantify the n	number of spec	ial orders proc	essed on a qu	arterly basis. F	Y05-06 Q1: 17	2 special order	'S
	<u> </u>								

E) FY 2007	-08 PROPOSE	D ENH	ANCEM	ENTS FO	R THIS A	ACTIVITY	(IN PRIOR	ITY ORD	ER) (FROM	1 BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1 1	Add one (1) Graphics Manager	0	0	77	77	60	17	0	0	No	No	1	ES4-6

COMMENTS/JUSTIFICATION: Position necessary to meet current and anticipated workload (all Elections notices, 6 of which are in April 07 alone, e-certified mail - expected to save about \$260K annually Countywide, weekly printing of Building Department Change of Contractor and Certificate of Occupancy notices, Clerk of Court notices) increases in the amount of digital variable data printing and graphic design interface.

Activity: Real Estate Development											
A) OPERATING BU		UES AND EXPEN	IDITURES								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE											
General Fund Countywide	\$0	\$0	\$0	\$0	\$0	\$140	\$159	\$898			
General Fund UMSA	\$0	\$0	\$0	\$0	\$0	\$60	\$68	\$99			
Carryover	\$0	\$0	\$0	\$0	\$645	\$67	\$848	\$594			
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$758	\$0			
Internal Service Charges	\$0	\$0	\$0	\$0	\$2,734	\$2,053	\$1,899	\$1,604			
Proprietary Fees	\$0	\$0	\$0	\$0	\$865	\$1,158	\$200	\$200			
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$4,244	\$3,478	\$3,932	\$3,395			
EXPENDITURES											
Salary	\$0	\$0	\$0	\$112	\$1,240	\$1,987	\$1,723	\$1,839			
Overtime Salary	0	0	0	0.	0	0	0	0			
Fringe	\$0	\$0	\$0	\$24	\$345	\$606	\$492	\$539			
Overtime Fringe	0	0	0	0	0	0	0	0			
Other Operating	\$0	\$0	\$0	\$4	\$1,037	\$289	\$747	\$547			
Capital	\$0	\$0	\$0	\$1	\$21	\$390	\$216	\$186			
TOTAL OPERATING EXPENDITURES	\$0	\$0	\$0	\$141	\$2,643	\$3,272	\$3,178	\$3,111			
Debt Services	0	0	0	0	0	0	0	0			
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$113	\$237			
Transfers	\$0	\$0	\$0	\$0	\$706	\$0	\$0	\$0			
OthNonOper	0	0	0	0	0	0	0	0			
TOTAL EXPENDITURES	\$0	\$0	\$0	\$141	\$3,349	\$3,272	\$3,291	\$3,348			
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$-141	\$895	\$206	\$641	\$47			

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =				18	23	25	25	25
Full-Time Positions Filled =				1			25	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =							2	

D) PERFORMANCE INFORMATION FO	R THIS ACT	IVITY (AT B	ASE LEVEL						
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Defining the methodology for producing the Real Estate Master Plan Report - percent completed	N/A	N/A	N/A	N/A	N/A	100%	100%	N/A	ES6-1
Comments/Justification: This is a critical and applicability of the report.	al phase sind	e data collec	ction, evalua	tion and pre	paration for p	presentation	would determin	ne the eventual	outcome
Complete and present the Asset Management and County-wide Real Estate Master Plan Report - percent completed	N/A	50%	ES6-1						
Comments/Justification:									
Number of days to complete projects to lease private property or building space	150	144	168	257	154	185	175	175	ES1-4
Comments/Justification: Average of all	new leases	completed d	uring the me	asurement p	period, from o	date of reque	st to BCC mee	eting.	
Number of days to complete projects to acquire private property or buildings	443	369	420	222	344	360	420	330	ES1-4
Comments/Justification: Average of all	acquisitions	completed of	luring the me	easurement	period, from	date of reque	est to BCC me	eting.	
Number of days to complete projects to amend existing lease agreements	N/A	171	60	100	86	120	120	113.	ES1-4
Comments/Justification: Average of all	amendment	s completed	during the n	neasuremen	t period, fron	n date of requ	uest to BCC m	eeting.	
Number of days to complete government facility hearing processes	270	291	234	240	165	240	240	220	ES1-4
Comments/Justification: Average of all	government	al hearing pr	ocesses cor	npleted duri	ng the meas	urement perio	od, from date o	of request to BC	C meeting
Number of surplus County-owned parcels sold or conveyed for Infill or Affordable Housing development	95	88	108	98	76	100	128	50	ES8-1
Comments/Justification: The County has surplus property has been significantly re		ilable surplu	s property fo	r the develo	pment of affo	ordable housi	ng in the infill	area. The inven	tory of

E) FY 2007	-08 PROPOSEI) ENHA	NCEME	NTS FOR	R THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Add a Manager and 2 Real Estate Officer positions to complement staff in the Infill Housing Program	0	0	237	237	153	84	0	0	No	No	3	ES8-1

COMMENTS/JUSTIFICATION:SINCE INFILL HOUSING WAS TRANSFERRED TO GSA IN JUNE 2006, STAFF HAS BEEN TRYING TO CORRECT KNOWN DEFICIENCIES AND RE-ASSIGN RESOURCES JUST TO KEEP THE OPERATIONS GOING. STAFF HAS NOW CREATED A FULL-FLEDGED PROGRAM THAT WOULD REQUIRE CERTAIN RESOURCES TO OPERATE EFFECTIVELY. THERE IS NOW A DIRECTION AS WELL AS A STRATEGY TO MANAGE THIS FUNCTION. TO DO SO EFFECTIVELY, THE DEPARTMENT WOULD REQUIRE THE ADDITION OF THREE POSITIONS.

Activity: Risk Mana	gement							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$150	\$159	\$44	\$-54	\$-13	\$0	\$238	\$0
Internal Service Charges	\$12,698	\$13,000	\$15,450	\$16,000	\$16,309	\$17,928	\$17,406	\$18,172
TOTAL REVENUE	\$12,848	\$13,159	\$15,494	\$15,946	\$16,296	\$17,928	\$17,644	\$18,172
EXPENDITURES								
Salary	\$5,454	\$5,768	\$6,573	\$7,441	\$7,602	\$8,294	\$8,207	\$8,519
Overtime Salary	\$6	\$21	\$7	\$13	\$5	\$12	\$12	\$12
Fringe	\$1,340	\$1,396	\$1,752	\$2,005	\$2,176	\$2,642	\$2,602	\$2,608
Overtime Fringe	\$4	\$4	\$3	\$4	\$1	\$4	\$4	\$4
Other Operating	\$5,489	\$5,561	\$6,240	\$5,755	\$5,722	\$6,374	\$6,182	\$6,439
Capital	\$34	\$64	\$108	\$73	\$17	\$49	\$84	\$37
TOTAL OPERATING EXPENDITURES	\$12,327	\$12,814	\$14,683	\$15,291	\$15,523	\$17,375	\$17,091	\$17,619
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$12,327	\$12,814	\$14,683	\$15,291	\$ 15,523	\$17,375	\$17,091	\$17,619
REVENUES LESS EXPENDITURES	\$521	\$345	\$811	\$655	\$773	\$553	\$553	\$553

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	115	118	123	129	129	128	128	128
Full-Time Positions Filled =	115	118	116	124			128	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =					0.5	1	2	0.

D) PERFORMANCE INFORMATION F	OR THIS A	CTIVITY (AT	BASE LEVE	L)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Upgrade/enhance contractor insurance certificate tracking system. Increase number of departments using the system.	N/A	N/A	N/A	N/A	N/A	2	2	3	ES4-6
Comments/Justification: The new sy view insurance information for each co implemented.									
Percentage of employees using online beneficiary designation form.	N/A	N/A	N/A	N/A	0	20%	20%	30%	ES4-6
jeopardy to the employees coverage by fiscal year and increase participation the lincrease subrogation recoveries - (\$'000)			program.	\$1,624	\$2,069				ES8-1
(\$000) Comments/Justification: We have be	en successf	ul in increas	ing subrogat	ion recoverie	s. Our goal	is \$450,000 p	Der quarter.		
Improve Workers' Compensation claims management process: - Reduce average cost per claim (\$'000)	\$7,567	\$6,369	\$4,969	\$3,835	\$3,217	\$4,269	\$3,217	\$3,217	ES8-1
Comments/Justification: We have be	en able to a	chieve signif	icant reducti	on in our ave	erage claims	costs to \$3,2	217. Our goal is	s to sustain this l	evel.
Improve Workers' Compensation claims management process: - Improve performance measures of staff; performance rating, highest score is 100.	N/A	N/A	N/A	N/A	N/A	N/A	88	90	ES8-1
Comments/Justification: Adjuster cla areas evaluated include quality of work Our goal is to increase these scores by	, timeliness								

PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
0		0	0	0	0	0	0	0	0	No	No	0	ES1-1
COMMENT	S/JUSTIFICATION	V:											
1	Add 1 Account Clerk position to handle retiree accounts	0	0	40	40	28	11	0	1	No	No	1	ES1-1
	S/JUSTIFICATION				ficant inc	rease in th	ne number	of retiree	accounts.	Since the last p	osition was a	dded in 1994	I, the

GENERAL DEPARTMENTAL NON-OPERATING DETAILS

Department: General Services Administration

(\$ in 000s)

EXPENDITURE NON-OPERATING

		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
XPENDITUR	RES								
Debt Service	Debt Service	\$0	\$0	\$0	\$0	\$4,025	\$10,977	\$10,977	\$5,508
Debt Service	Debt Service	\$0	\$221	\$427	\$461	\$462	\$460	\$460	\$462
	Totals:	\$0	\$221	\$427	\$461	\$4,487	\$11,437	\$11,437	\$5,970
Reserve	Reserves	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$422
Reserve	Building Fund Reserve	\$0	\$0	\$0	\$0	\$0	\$2,399	\$2,399	\$2,450
Reserve	GSA Inter-operability Center & Tech improvements	\$0	\$0	\$0	\$0	\$0	\$531	\$316	\$203
Reserve	Reserve for Property Purchase/Start-up Costs	\$0	\$0	\$0	\$0	\$0	\$640	\$640	\$2,996
Reserve	Cash Reserve	\$0	\$0	\$0	\$0	\$0	\$3,085	\$0	\$(
Reserve	Cash Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve	Vehicles	\$0	\$0	\$0	\$0	\$0	\$375	\$0	
Reserve	Space Reconfiguration	\$0	\$0	\$0	\$0	\$0	\$496	\$0	\$0
Reserve	Reserve for Debt Payment on new Facility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750
Reserve	Reserve to fund positions	\$0	\$0	\$0	\$0	\$0,	\$0	\$113	\$23
Reserve	Reserve for Datastream implementation	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$1,500
Reserve	Reserve for security study and measures.	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$400
	Totals:	\$0	\$0	\$0	\$0	\$0	\$7,926	\$4,118	\$8,95
Transfers	Sale Proceeds Returned	\$0	\$2,733	\$2,160	\$2,782	\$2,225	\$2,000	\$2,300	\$2,300
Transfers	External Transfers	\$547	\$532	\$337	\$604	\$400	\$0	\$75	\$15
Transfers	OSBM	\$2,100	\$2,100	\$4,500	\$2,100	\$1,100	\$0	\$0	\$
Transfers	infill housing transfer	\$286	\$0	\$0	\$790	\$0	\$0	\$0	
Transfers	Inter-departmental	\$0	\$0	\$6,151	\$0	\$0	\$0	\$0	
Transfers	Inter-departmental Transfers	\$0	\$0	\$0	\$0	\$706	\$0	\$0	\$
	Totals:	\$2,933	\$5,365	\$13,148	\$6,276	\$4,431	\$2,000	\$2,375	
	Totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: General Services Administration

(\$ in 000s)

PAYMENTS TO BE MADE $\underline{\text{TO}}$ OTHER DEPARTMENTS FROM GENERAL SERVICES ADMINISTRATION

Department(to)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
County Attorney's Office	County Attorney's Office – Legal Services	No	\$3,600	\$3,900	\$3,900	\$4,100	\$4,100	\$4,100	\$4,100	\$4,100
Public Works	Public Works Department - Safety Improvements	No	\$329	\$329	\$346	\$368	\$328	\$425	\$379	\$399
Employee Relations	Employee Relations Department - Payroll Support	No	\$196	\$239	\$257	\$346	\$0	\$315	\$315	\$315
Capital Outlay Reserve	Capital Outlay Reserve Fund - Pay-as-you-go Capital Projects	No	\$2,100	\$2,100	\$4,500	\$2,100	\$1,100	\$0	\$0	\$0
Non- Departmental	Administrative Reimbursement - Non- Departmental	No	\$400	\$400	\$400	\$400	\$0	\$0	\$0	\$0
Water and Sewer	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$367	\$0	\$0	\$0
Aviation	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$17	\$0	\$0	\$0
Transit	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$14	\$0	\$0	\$0
Seaport	Transfer of funds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$11	\$0	\$0	\$0
Solid Waste Management	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$382	\$0	\$0	\$0
Public Works	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$47	\$0	\$0	\$0
Fire Rescue	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$3,516	\$0	\$0	\$0
Housing Agency	Transfer of proceeds from sale of surplus property	No	\$0	\$0	\$0	\$0	\$706	\$0	\$0	\$0
[Total Transfer to other	Departments	\$6,625	\$6,968	\$9,403	\$7,314	\$10,588	\$4,840	\$4,794	\$4,814

PAYMENTS TO BE MADE \underline{FROM} OTHER DEPARTMENTS TO GENERAL SERVICES ADMINISTRATION

Department(from)	Reason and Source	Continued	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfer fr	om other	Departments								

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: General Services Administration

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual		FY 2003-04 Actual		FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Submission
Fuel & Lubricants	Object 410	\$13,756	\$16,113	\$18,348	\$25,609	\$30,940	\$32,957	\$32,455	\$33,439
Contract Temporary Employee Costs	Object 215	\$1,032	\$1,183	\$1,449	\$1,384	\$1,319	\$1,041	\$1,789	\$1,611
Travel Costs	Object 312	\$36	\$26	\$43	\$68	\$79	\$98	\$116	\$127
Rent	25511	\$2,101	\$1,853	\$2,058	\$2,198	\$2,899	\$2,221	\$2,567	\$2,589
Electricity Costs	22010	\$5,426	\$5,870	\$6,540	\$6,611	\$8,928	\$8,709	\$11,326	\$13,026
Security Service	22310/22490	\$4,567	\$6,824	\$5,732	\$6,630	\$7,009	\$6,097	\$6,530	\$7,498
Janitorial Services	22341	\$5,506	\$5,400	\$5,715	\$5,901	\$6,305	\$7,507	\$8,087	\$8,627
Administrative Reimbursement				\$400		\$400	\$0	\$0	\$0

CAF	PITAL FUI		QUESTS (\$ in 000s)	REVENU	E SUMM/	ARY				
2007-08	Proposed		***	nd Multi-	Year Car	ital Plan				
					······································	***************************************				***************************************
EPARTMENT:	Seneral Se	ervices Ac	lministrat	on						
	2006 07	DRIOD	2007.00	2000 00	2000 40	2010-11	0044 43	2042 42	UTUBE	ТОТА
ounty Bonds/Debt	2006-07	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13F	UTURE	1014
Building Better Communities 2005 Series A GOB Bond	0	15,010	0	0	0	0	0	0	0	15,01
Building Better Communities Future Series GOB Bond	0	0	2,925	3,940	11,985	11,285	8,275	66,230	0	104,64
Building Better Communities GOB Program	0	7,890	3,985	0	3,175	2,050	610	32,490	0	50,20
Capital Asset Acquisition Bond 2004A Proceeds	0	40	0	0	0	0	0	0	0	
Capital Asset Acquisition Bond 2004B Proceeds	0	15,000	0	0	0	0	0	o	0	15,00
Financing Proceeds	20,000	203,607	0	0.	0	0	0	0	0	203,6
Future Financing	0	0	4,890	129,900	4,000	0	0	0	0	138,7
Total:	20,000	241,547	11,800	133,840	19,160	13,335	8,885	98,720	o	527,2
ther County Sources	<u> </u>		··			····				
Capital Outlay Reserve	5,000	5,100	2,000	0	0	0	0	o	0	7,1
Operating Revenue	7,702	10,597	12,348	5,800	2,000	0	0	0	0	30,7
Sale of Surplus Property	0	933	0	0	0	_0	0	0	0	9
Total:	12,702	16,630	14,348	5,800	2,000	0	o	0	ol	38,7
					***************************************				(3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4	
Department Total:	32,702	258,177	26,148	139,640	21,160	13,335	8,885	98,720	0	566,0

CAPITAL F	UNDED R		ED EXPEN	IDITURE S	UMMARY				
2007-08 Prog	osed Car			lulti-Year (Capital Pla	n			
2007 00 1 10	,0000 001	Jitai Dat	igot and in	uici (oui (oupitur i io	''			
Public Safety									
	PRIOR	2007- 08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Support Facilities									
EMERGENCY BULK FUEL STORAGE PROJECT	T								
(PREVIOUSLY UNFUNDED)	2,700	0	0	0	0	0	0	0	_2,70
Enabling Strategies									
	PRIOR	2007-	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	тота
	FRIOR	<u>08</u>	2000-03	2003-10	2010-11	2011-12	2012-13	TOTOKE	IOIA
Court Facilities DADE COUNTY COURTHOUSE FACADE	т т	T						— п	
INSPECTION AND REPAIRS	150	1,350	7,200	6,300	0	0	0	0	15,00
Departmental Information Technology Projects									
EQUIPMENT MANAGEMENT SYSTEM CONVERSION	907	1,500	0	0	0	0	0	0	2,40
Environmental Projects AMELIA EARHART FUELING FACILITY	1								· · · · · · · · · · · · · · · · · · ·
UNDERGROUND STORAGE TANK REPLACEMENT	0	0	250	0	. 0	o	0	0	25
CRANDON PARK FUELING FACILITY				_					
UNDERGROUND STORAGE TANK REPLACEMENT DOWNTOWN MOTOR POOL SHOP UNDERGROUND	0	250	0	0	0	0	0	0	25
FUEL STORAGE TANK REPLACEMENT	0	0	350	0	0	0	_0	0	35
FLEET SHOP 3A UNDERGROUND FUEL STORAGE		450							4.
TANK REPLACEMENTS LARRY AND PENNY THOMPSON PARK FUELING	0	450	0	0	0	0	0	0	45
FACILITY	0	250	0	0	_0	0	0	0	25
SHOP 1 FUEL STORAGE TANK REPLACEMENT	450	50	0	0	0	0	0	0	50
Facility Improvements									
ABATEMENT OF HAZARDOUS MATERIALS IN COUNTY BUILDINGS	o	0	0	0	100	720	380	0	1,20
BUILDING ENERGY MANAGEMENT FOR	1 1				100	720	- 000		1,20
GOVERNMENT FACILITIES AND COURTHOUSES	200	1,500	810	0	0	1,500	5,190	0	9,20
CENTRAL SUPPORT FACILITY CHILLER CULTURAL PLAZA RENOVATION AND	0	0	0	0	0	0	3,500	0	3,50
REHABILITATION	0	0	o	0	0	0	700	0	70
CULTURAL PLAZA SECURITY OPERATIONS									
ENHANCEMENT DADE COUNTY COURTHOUSE ELECTRICAL	9	10	9	0	0	0	590	9	60
SYSTEM REFURBISHMENT	o	0	o	o	o	2,800	o	o	2,80
DADE COUNTY COURTHOUSE FACILITY									
REFURBISHMENT DADE COUNTY COURTHOUSE MECHANICAL	0	0	0	0	0	0	800	9	80
EQUIPMENT REPAIRS OR REPLACEMENT	0	0	o	420	4,060	1,220	o	o	5,70
DADE COUNTY COURTHOUSE PLUMBING RISER		_							
REFURBISHMENT DADE COUNTY COURTHOUSE REFURBISH	0	0	0	0	0	20	9,580	0	9,60
EMERGENCY SYSTEMS	o	0	o	o	o	o	800	0	80
DATA PROCESSING AND COMMUNICATIONS									
CENTER FIRE SUPPRESSION DATA PROCESSING CENTER FACILITY	٥	0	0	0	0	0	1,000	9	1,00
REFURBISHMENT	225	200	100	0	0	0	2,375	0	2,90
DOWNTOWN GOVERNMENT CENTER FIRE ALARM									
SYSTEM	500	1,500	1,000	0	0	0	0	0	3,00
E.R. GRAHAM BUILDING EXTERIOR REPAIRS E.R. GRAHAM BUILDING ROOF REPLACEMENT	500 800	0	0	0	0				50 80
FACILITIES ON-GOING MAINTENANCE AND				<u>_</u>			-		
IMPROVEMENTS	4,535	3,200	0	0	0	0	0	0	7,73
FIRE CODE REQUIREMENTS FLEET CENTRALIZED VEHICLE RECEIVING	0	0		0	0	0	1,400	0	1,40
CENTER	0	200	o	o	o	o	0	0	20
FLEET SHOP 1 IMPROVEMENTS	400	1,000	3,200	3,000	2,000	0	0	0	9,60
FLEET SHOP 3 RENOVATION	150	273	0	0	0	0	0	0	42
FLEET SHOP 3C - ADDITIONAL SERVICE BAYS	705	1,000	0	0	0	0	0	0	1,70
JOSEPH CALEB CENTER ADDITIONAL PARKING AND FACILITY IMPROVEMENTS	20	120	860	5,000	7,000	0	0		13,00
(-,000	.,000				, 5, 5,

JOSEPH CALEB CENTER FACILITY			ł	1	- 1	Į	1	- 11	
REFURBISHMENT	270	330	0	0	0	0	0	0	600
LIGHTSPEED BUILDING PROGRAM STUDY	5,100	0	0	0	0	0	0	0	5,100
LIGHTSPEED BUILDING ROOF REPLACEMENT	0	0	0	2,000	0	0	0	0	2,00
MARTIN LUTHER KING BUSINESS CENTER	1,500	0	0	300	1,000	0	2,200	0	5,000
MEDICAL EXAMINER BUILDING	40	550	0	0	10	200	2,400	0	3,20
MIAMI-DADE FLAGLER BUILDING RENOVATIONS	0	1,225	7,000	5,475	0	0	0	0	13,700
MODERNIZE ELEVATORS OF PARKING GARAGE 5	0	350	0	0	0	0	0	0	350
NEW HAITIAN COMMUNITY CENTER	1,500	0	0	1,400	50	610	6,440	0	10,000
NORTH DADE JUSTICE CENTER FACILITY									
REFURBISHMENT	280	220	0	0	0	0	0	0	500
PUBLIC DEFENDER BUILDING FACILITY									
REFURBISHMENT	150	450	0	0	0	400	100	0	1,100
RICHARD E. GERSTEIN JUSTICE BUILDING ELEVATOR ADDITION	را ا					1 500	1 400	اا	2.00
RICHARD E. GERSTEIN JUSTICE BUILDING	0	9	4	9	0	1,520	1,480	9	3,00
HEATING, VENTILATION AND AIR CONDITIONING								li	
(HVAC) REPAIRS	120	300	1,360	2,120	o	o	o	o	3,90
RICHARD E. GERSTEIN JUSTICE BUILDING									
MODERNIZE SECURITY AND ELEVATOR SYSTEMS	0	0	0	0	0	0	1,800	0	1,80
SOUTH DADE GOVERNMENT CENTER FACILITY									
REFURBISHMENT	0	800	0	0	0	0	0	0	80
STEPHEN P. CLARK CENTER - REPLACE SYSTEMS					ا ا	ا			
FURNITURE	0	2,000	0	0	0	0	0	0	2,000
STEPHEN P. CLARK CENTER FACILITY REFURBISHMENT - LIFE SAFETY	0	1,200	o	0	ا	ا		0	1,20
STEPHEN P. CLARK CENTER FACILITY SYSTEMS	 	1,200		- 4		4	- 4	- 4	1,20
REFURBISHMENT - VARIOUS	440	200	1,000	760	0	o	o	o	2,40
STRUCTURAL REPAIRS TO MIAMI-DADE FLAGLER	1 - 1 - 1	- 200	1,000	700		 1			2.,40
BUILDING GARAGE	0	450	0	0	0	o	o	0	45
New Facilities									
ACQUIRE OR CONSTRUCT FUTURE MULTI-									
PURPOSE FACILITIES IN THE UNINCORPORATED					ا	ا	5 400		F 40
MUNICIPAL SERVICE AREA	- 0	- 0	0	U	4	0	5,490	0	5,49
ACQUIRE OR CONSTRUCT MULTI-PURPOSE FACILITIES	2,140	3,585	315	o	4,305	o	28,655	o	39,00
ACQUIRE OR CONSTRUCT MULTI-PURPOSE	2,140	3,303	313	- 4	4,500	- 	20,000		39,00
FACILITIES IN COMMISSION DISTRICT 05	1,240	1,760	0	o	٥	o	ol	o	3,00
ACQUIRE OR CONSTRUCT MULTI-PURPOSE	1,2.0	1,1.00	 +						
FACILITIES IN COMMISSION DISTRICT 06	2,500	o	o	o	1,000	o	11,500	o	15,00
ACQUIRE OR CONSTRUCT MULTI-PURPOSE									
FACILITIES IN COMMISSION DISTRICT 09	_800	0	_0	0	0	0	3,700	0	4,50
NEW NORTH DADE GOVERNMENT CENTER	0	1,000	0	0	0	0	6,500	0	7,50
NEW TRADE SHOP FACILITY	7,800	14,000	0	0	0	0	0	0	21,80
OVERTOWN TRANSIT VILLAGE AND RELATED									
FACILITY IMPROVEMENTS	113,878	57,305	5,356	7,068	0	0	0	0	183,60
PUERTO RICAN COMMUNITY CENTER	350	0	0	0	0	0	2,150	0	2,50
PURCHASE OF OVERTOWN TOWER 2	0	0	105,000	0	0	0	0	0	105,00
WEST LOT MULTI-USE FACILITY	0	4,890	17,900	0	0	0	0	0	22,79
Support Facilities									
REPLACEMENT OF SHOP 3D FEASIBILITY STUDY	Π					T			
AND RENOVATIONS	0	200	_0	0	0	0	0	0	20
			···		·····	***************************************			w 0000000 *****************************
Department Total:	150,350	103,668	151,701	33,843	19,525	8,990	98,730	0	566,80

Procurement Management

DIRECTOR'S OFFICE

administers procurement certification training for liaisons from user departments; promotes full and open competition in the award of county contracts; reviews and assesses the use of technology including "E-Procurement" to enhance efficiency; implements policy enacted by the Board of County Commissioners and the County Manager. Directs and manages the daily Establishes departmental policy; establishes, reviews and modifies countywide procurement policy, procedures, and contracts; serves as a liaison between departments and vendors; establishes and monitors compliance; responsible for agenda development, review and coordination; establishes staff competency requirements and training programs; develops and operations of the Department. Responsible for formulating terms and conditions, including price and negotiation strategies, for complex and particularly sensitive acquisitions.

FY 05-06 - 6 positions FY 06-07 - 7 positions FY 07-08 - 7 positions

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PURCHASING DIVISION

Establishes contracts for commodities through Invitations to Bid.

- Develops and processes Requests for Proposals (RFP), Requests for Qualification (RFQ), and Requests for Information (RFI).
- Prepares statistical reports.
- Distributes and tracks all formal bid contracts.
- Notifies bidders of status of contract award.
- Conducts competency of bidders.
 Conducts Pre-Bid Conferences.
- Develops technical bid specifications for new and recurring bids (formal and informal).
 - Solicits proposals from prospective
- Evaluates proposals for recommendation to the Board of County Commissioners, when required and issues award sheets.
 - Performs market research in order to identify sources of supply.
- Processes Requisitions and Purchase Orders by accessing existing County Contracts.
 - Provides procurement training and technical expertise to departments.
 Provides research information for Department Director, Assistant to the
- Director, County Attorneys, Commissioners, Commissioners' Aides and other County officials as it relates to procurement.

Conducts continuous audits to ensure compliance with established

- ensure compliance with established guidelines, resolutions, policies and procedures.
- Identifies organizational, policy, process, or procedural impediments to competition and recommends the appropriate corrective actions.
 - Formulates terms and conditions, including price and negotiation strategies for complex and particularly sensitive acquisitions.
- Establishes guidelines and criteria for advance acquisition planning.
- Develops and monitors a specialized training program that focuses on the basics of effective negotiations.
- Reviews all requests for bid waiver and sole source acquisitions. Ensures that the contracts terms and
 - Ensures that the contracts terms an conditions, price and quality are effectively negotiated.

Access Program, Surcharge and miscellaneous fees. Assists vendors on how to conduct business with the

Prepares reports and collects the County's User

Maintains capital equipment inventory for the

department.

DPM staff.

Coordinates vendor information between DPM and

Reviews vendor applications for compliance with

County departments.

County.

Advertises bid, RFP and A&E solicitations in

County Resolutions and Ordinances

- Develops professional and effective solicitations, and negotiates noncompetitive acquisitions as appropriate.
- Ensures that all responsible sources are given the opportunity to compete.
- Develops and promotes the appropriate acquisition strategies for goods and services sought.

Maintains insurance, bid deposits and performance

Conducts bid openings.

newspapers.

prepares business plan and management quarterly

FY 05-06 - 17 positions FY 06-07 - 19 positions FY 07-08 - 19 positions

Coordinates strategic planning initiatives and

bonds on behalf of the department

FY 05-06 - 60 positions FY 06-07 - 70 positions FY 07-08 - 70 positions

TECHNICAL SERVICES/INFORMATION SYSTEMS DIVISION

Prepares quarterly expenditure and revenue reports.

Reviews and processes departmental invoices.

Prepares divisional and departmental annual budget.

Develops and monitors performance and quality

Monitors contracts used by the department.

Prepares job descriptions including minimum

requirements that comply with ADA.

ADMINISTRATIVE & FISCAL DIVISION

- Administers Local Area Network.
- Develops and implements e-procurement initiatives.
 - Edits and maintains departmental web
- Manages IT Procurement Unit.
- Responsible for establishing and monitoring all IT and telecommunication contracts of the County.
- Responsible for managing countywide
 ADPICS operations and trainings.
- Negotiates all IT related Bid Waiver and Sole Source Acquisitions.

Develops and conducts on-going training program for

Provides guidance to supervisory and management

staff regarding disciplinary process.

Prepares and processes all personnel actions.

Provides guidance to supervisory staff with

Employee Performance Evaluations.

Prepares job announcements and conducts

recruitment.

- Develops and processes IT related RFP's, RFQ's and RFI's.
- Facilitate the implementation of the Enterprise Resource Planning Project (ERP)

FY 05-06 - 13 positions (excludes 6 in-stationed)
FY 06-07 - 17 positions (excludes 4in-stationed)
FY 07-08 - 18 positions (excludes 4in-stationed)

	DPM	In-Stationed	Total
Total Staff	114	4	118
Filled Positions	100	က	103
Vacancies	4	-	15

3/27/2007

DEPARTMENT OF PROCUREMENT MANAGEMENT TABLE OF ORGANIZATION FY 06-07

DIRECTOR'S OFFICE

12-01-02

0095-Executive Secretary - VACANT 0296-Assistant to the Director -- VACANT

3190-Procurement Analyst

#198-Deputy Director -- VACANT

3096-Sr. Executive Secretary

3199-Department Director

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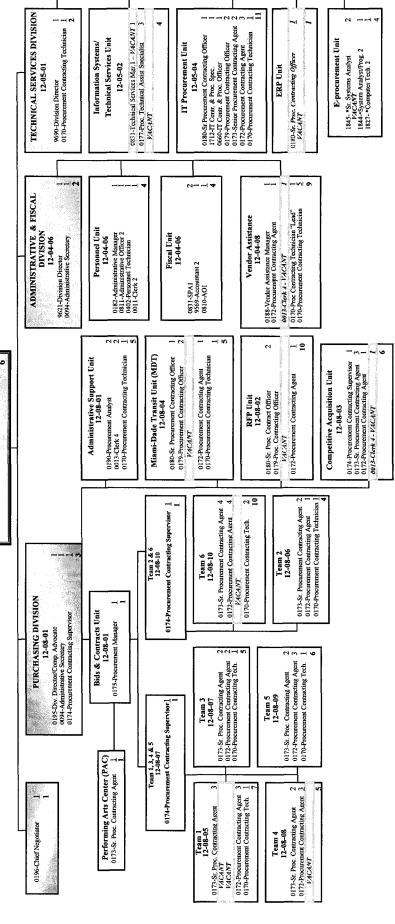
Filled positions

Total staff Vacancies

\$453,244

Value of vacant positions

DPM In-Stationed Total



ADMINISTRATIVE & FISCAL DIVISION (VACANCIES)

Clerk 4 (Vendor)

Sr. Procurement Contracting Agent (B & C) Sr. Procurement Contracting Agent (B & C)

Procurement Contracting Agent (B & C) Procurement Contracting Agent (B & C)

Clerk 4 (B&C)

Procurement Contracting Officer (MDT)

PURCHASING DIVISION

DIRECTOR'S OFFICE (VACANCIES)

(VACANCIES)

Procurement Contracting Officer (RFP)

TECHNICAL SERVICES DIVISION (VACANCIES)

Procurement Technical Assistance Specialist (IT Div). Special Projects Administrator 1 (Tech. Serv. Mgr.) Sr. Procurement Contracting Officer (ERP)

March 27, 2007

Assistant to the Director

Executive Secretary

Deputy Director

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Procurement Management

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies								
Desired Outcome	Highlights	Performance Impact						
ES3-1: Streamlined and responsive procurement process	Reduce Request for Proposal (RFP) and Invitation to Bid (ITB) processing times through the implementation of business process improvements; processing time will be reduced by the elimination of non-value added tasks, parallel versus sequential processing, reduction in duration of individual tasks, and coordination with departments to prepare improved specifications appropriate for immediate competition; further cycle time reduction will be achieved through enabling legislation to support implementation efforts; add one Chief Negotiator/Specification Writer position to negotiate and develop specifications for complex and high value contracts (\$170,000) and three Procurement Contracting Technicians to reduce procurement processing time (\$114,000)	Reduce by 30 percent the processing cycle time for contracts valued over \$1 million to 200 days, and reduce the processing cycle time for contracts valued under \$1 million to between 100 and 120 days						
ES3-2: Full and open competition	Continue to promote and foster full and open competition by identifying competitive opportunities, reducing bid waiver and sole source contracts, and monitoring the use of Small Purchase Orders	Reduce bid waiver and sole source contracts from 17 percent to 15 percent of total County contracts						
ES5-4: Workforce skills to support County priorities (e.g. leadership, customer service, fiscal problem- solving technology, etc.)	Continue previous efforts to build and strengthen competencies among procurement and support staff by continuing to provide training and professional development	Maintain level of professional development participation among DPM staff at 590 training units per year; ensure that 100 percent of staff attend at least one training event						

Department: Procurement Management

(\$ in 000s)

Department-wide Issues

- Technology Solution: Essential to the success of departmental operations is the need for an integrated technology solution to effectively and efficiently manage information. Because the implementation of the countywide ERP procurement solution is not immediate, minimal enhancements to existing systems will continue, using existing resources when feasible, to address critical departmental needs and Board mandates. Continued reliance on four independent outdated systems poses a significant challenge. Reporting, tracking and documenting data in the existing systems will continue to be a tedious and time consuming process, which may result in inconsistencies in certain reports. The implementation of the ERP for procurement on a countywide basis is expected to require a 5-6 year effort and will require considerable resources and change management for effective implementation.
- Increased Workload: Based on current predictions, the number of solicitations processed by DPM is expected to increase by 12% over the FY 2006 levels by the end of FY 2008. This increase in DPM workload poses challenges in regard to managing an ever increasing volume of contracts while ensuring absolute accuracy and quality. This continues to be challenging due to the number of procurement staff vacancies. Hiring top-notch capable staff to complement our current team continues to be a priority but has been difficult due to the limited nationwide market for skills and experience required of procurement professionals. This situation requires revisiting traditional recruitment strategies and identifying recruits with subject matter expertise in a variety of functional areas, and investing significant time and funding of professional development to bring the staff to the required levels of competency in the management of procurement processes in the public arena. This multi-faceted approach has resulted in 30 external hires and 9 internal promotions last fiscal year. Only one of the 39 positions filled was unsuccessful and resulted in termination of the probationary period. Other organizational realignments and compensation issues are being addressed in order to achieve successful recruitment and retention.
- 3 Vendor Performance Tracking System: Following a competitive process, a contract was awarded for the development of a database to track and report vendor performance. This significant, countywide project will be launched during the current fiscal year and will require dedicated resources and technology support. Once appropriately resources, full implementation is expected to take place in 12-18 months. The project will be a significant area of interest over the next few years as DPM staff, County departments and vendors are trained on the requirements and methods for tracking vendor performance. This feature is also key in supporting the responsibility legislation that is pending Board approval.
- Process Improvement Review Initiative: Following an in-depth step by step review of the countywide procurement work flow and business processes in January 2006, over three dozen administrative and legislative reforms are recommended to enhance and simplify the County's procurement practices. Implementation of all initiatives is expected to shorten procurement cycle times on average by 30%. Over 50% of the items within DPM's span of management control are already complete or currently underway. Full implementation of DPM managed items is expected in 2007. Insurance process improvements include aggressive steps to modify the current process for determining the types of insurance necessary to indemnify the County. Also, steps are being taken to streamline the County's social policy affidavit requirements and to make the comprehensive vendor affidavit valid for an unlimited term. Additional legislative items, currently pending the Board approval process, include proposed amendments to the Cone of Silence legislation, codification of the Expedited Purchasing Program, Vendor/Contractor Responsibility, and Electronic Commerce.
- 6 Capital Budget Request Need for an EDMS Document Storage (\$92K) application to digitize paper documents for easy access, storage and retrieval and Bids Receipt/Training Room (\$47K). Application submitted to IT Governance for (\$92K)
- Transit Unit: The current staffing level for the DPM Transit Unit has been reviewed and approval has been granted by Miami-Dade Transit Agency to fund two overage positions. OSBM approval is pending. One clerk support position is placed in the Transit Unit to be reimbursement by Transit department. In addition, one clerical position (Procurement Contracting Technician \$46K) is being requested on the PATC list for this unit.
- Vendor Education: Educating the vendor community is extremely important for maximizing full and open competition. DPM continues to provide outreach, daily customer service, and educational programs to enhance the awareness of the 13,000 vendors that are actively engaged in our vendor enrollment and registration systems. The enhancements to the vendor pool and the e-procurement features that have been developed inhouse have resulted in increased competition that leads to best value purchases. Additionally, DPM supports the Department of Business Development's efforts to promote and require inclusion of small businesses in county contracting. Through these efforts, it is anticipated that additional vendors will join the active vendor pool, resulting in more ample competition and better pricing. In support of this objective, monthly (free of charge) solicitation workshops for RFPs and ITBs will continue, along with participation in tradeshows, outreach events, industry meetings and the annual "Meet the Director" series.
- 9 Proposal to obtain a list of major upcoming acquisitions from large departments to: a) assist in managing workload b) enhance current acquisition planning process.
- 10 Purchasing professional certification incentive: \$27K FY 06-07 and \$58K for FY 07-08

Information Systems & Technical Services Issues

1 Two overage position approved in FY 06-07 to be dedicated to the ERP technology solution. Funded by DPM Carryover pending reimbursement from Countywide funding of this project.

Bids and Contracts Issues

1 An out-stationed Senior Procurement Contracting Agent position that was previously funded by the Performing Art Center (PAC) is expected to be transferred back to the department, April 2007, to work on other procurement projects.

Transit's Invitation to Bid & Request for Proposal Issues

An out-stationed Senior Procurement Contracting Agent position that was previously funded by the Performing Art Center (PAC) is expected to be transferred back to the department, April 2007, to work on other procurement projects.

Transit's Invitation to Bid & Request for Proposal Issues

Total cost of unit reimbursed by MDT, therefore no expenses are reflected in the DPM budget.

			GENERA	L DEPARTMEN	TAL FINANCIAL	. SUMMARY			
			Dep	artment: Procu	rement Manag	gement			
					n 000s)				
A) OPERATI	NG BUDGET - I	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE		Actual	Actual	Actual	Actual	Actual	Dudget		Dase
cw	General Fund Countywide	\$4,028	\$4,029	\$4,513	\$3,688	\$420	\$672	\$672	\$672
UMSA	General Fund UMSA	\$2,167	\$2,169	\$2,128	\$1,736	\$180	\$288	\$288	\$288
PROP	Carryover	\$0	\$48	\$88	\$167	\$3,234	\$2,322	\$4,101	\$3,407
PROP	Miscellaneous Revenues	\$39	\$13	\$0	\$15	\$36	\$5	\$44	\$10
PROP	Surcharge Revenues	\$225	\$142	\$78	\$14	\$7	\$10	\$5	\$0
PROP	User Access Program Fees	\$0	\$0	\$973	\$5,295	\$8,189	\$6,288	\$7,818	\$8,000
INTERTRNF	Capital Working Fund	\$0	\$503	\$118	\$125	\$0	\$0	\$0	\$0
INTERTRNF	Interagency Transfers	\$0	\$0	\$0	\$208	\$0	\$0	\$0	\$0
TOTAL REVE	استوست	\$6,459	\$6,904	\$7,898	\$11,248	\$12,066	\$9,585	\$12,928	\$12,377
EXPENDITU			,						
1	Salary	\$4,286	\$4,613	\$5,475	\$5,455	\$5,512	\$6,752	\$6,654	\$7,125
	Overtime Salary	\$6	\$8	\$6	\$18	\$12	\$14	\$15	\$16
	Fringe	\$977	\$1,052	\$1,364	\$1,422	\$1,533	\$1,990	\$1,929	\$2,139
	Overtime Fringe	\$0	\$0	\$1	\$2	\$2	\$2	\$2	\$2
,	Other Operating	\$1,045	\$1,008	\$812	\$1,041	\$866	\$804	\$898	\$864
	Capital	\$97	\$135	\$73	\$76	\$40	\$23	\$23	\$17
TOTAL OPEI		\$6,411	\$6,816		\$8,014	\$7,965	\$9,585	\$9,521	\$10,163
	Debt Services	0	0				0	0	
	Reserves	\$0	\$0	\$0		\$0	\$0	\$0	
	Transfers	0	0	0	0	0	0	0	
	Other Non- Operating	0	0.	0	0[0	0	0	0
EXPENDITU		\$0	\$0	\$0		\$0	\$0	\$0	\$2,214
TOTAL EXPE	NDITURES	\$6,411	\$6,816	\$7,731	\$8,014	\$7,965	\$9,585	\$9,521	\$12,377
RE'	VENUES LESS (PENDITURES	\$48	\$88	\$167	\$3,234	\$4,101	\$0	\$3,407	\$0
									

B) POSITIONS											
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
Full-Time Positions Budgeted =	109	112	102	96	110	113	114	114			
Full-Time Positions Filled =	99	98	90	87	96		114				
Part-time FTEs Budgeted =											
Temporary FTEs Budgeted =		3.97	0.8	1.28	1.63	. 1	1.23	0.96			

Activity: Administration										
A) OPERATING BU	DGET - REVEN	JES AND EXPEN	IDITURES							
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08		
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base		
REVENUE										
General Fund Countywide	\$1,056	\$639	\$1,255	\$778	\$0	\$30	\$30	\$0		
General Fund UMSA	\$568	\$344	\$594	\$368	\$0	\$12	\$12	\$0		
Carryover	\$0	\$48	\$88	\$167	\$3,234	\$1,563	\$3,422	\$3,407		
Miscellaneous Revenues	\$0	\$0	\$-6	\$0	\$0	\$5	\$5	\$0		
Surcharge Revenues	\$0	\$142	\$0	\$0	\$0	\$0	\$0	\$0		
User Access Program Fees	\$0	\$0	\$365	\$3,609	\$2,449	\$73	\$1,755	\$884		
Capital Working Fund	\$0	\$488	\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL REVENUE	\$1,624	\$1,661	\$2,296	\$4,922	\$5,683	\$1,683	\$5,224	\$4,291		
EXPENDITURES										
Salary	\$1,071	\$1,064	\$1,307	\$1,144	\$1,163	\$1,261	\$1,351	\$1,574		
Overtime Salary	\$1	\$2	\$1	\$2	\$4	\$2	\$3	\$3		
Fringe	\$235	\$235	\$318	\$270	\$288	\$336	\$350	\$411		
Overtime Fringe	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$0		
Other Operating	\$204	\$167	\$438	\$208	\$97	\$65	\$94	\$89		
Capital	\$65	\$105	\$65	\$64	\$29	\$19	\$19	\$0		
TOTAL OPERATING EXPENDITURES	\$1,576	\$1,573	\$2,129	\$1,688	\$1,582	\$1,683	\$1,817	\$2,077		
Debt Services	0	0	0	0	0	0	0	0		
Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,214		
Transfers	0	0	0	0	0	0	0	0		
OthNonOper	0	0	0	0	0	0	0	0		
TOTAL EXPENDITURES	\$1,576	\$1,573	\$2,129	\$1,688	\$1,582	\$1,683	\$1,817	\$4,291		
REVENUES LESS EXPENDITURES	\$48	\$88	\$167	\$3,234	\$4,101	\$0	\$3,407	\$0		

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	16	17	18	16	16	16	17	1
Full-Time Positions Filled =	14	17	17	14	14		17	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =		1.54			0.36	0.5	0.34	0.4

D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)										
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired	
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes	
Number of participants in training and professional development events		258	399	558	687	590	590	600	ES3-1	

Comments/Justification: Provide training and professional development for procurement and support staff, through: a) In-house workshops and County provided training, including Ethics, Specification Writing, Focused Workshops, Microsoft and Supervisory Certification. b) Outside agencies specializing in purchasing, negotiations, market research and other procurement related subjects c) Specialized training modules developed on behalf of DPM

E) FY 2007	-08 PROPOSE	D ENHA	NCEME	NTS FO	R THIS A	CTIVITY (IN PRIOR	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	1 1	DESIRED OUTCOMES
4	Accountant 1 (19 PP)	0	0	52	52	36	13	2	1	No	No	1	ES3-1

COMMENTS/JUSTIFICATION: The current Small Purchase Order (SPO) limit is \$10,000 and Administrative order 3-38 requires DPM to audit and monitor its use to ensure there is no abuse of the authority * In fiscal year 2005, departments issued 11,620 SPO transactions valued at approximately \$20 million. * Spot audit have not been adequately performed in the past due to a lack of staffing and the high administrative workload for the two positions responsible for department wide fiscal operations. * Sampling of SPO use revealed the need to continuously audit and monitor SPOs, research purchases and payments, notify departments of non-compliance, monitor for corrective actions and consolidate contracts, where economical. * SPO management will become more critical if the Board increases the SPO limit to \$25,000 as recommended. This recommendation was made with the proviso that DPM will increase vigilance. The position will: * Perform UAP billing, review and analyze UAP revenues and payments and prepare monthly and quarterly management reports. * Prepare UAP billings on behalf of municipalities or quasi governmental agencies unable to deduct the UAP discount from vendor invoices * Respond to frequently asked questions from vendors, non-County agencies and user departments regarding the application of the UAP, billings and contract information * Review and analyze Direct Payments made outside of the ADPICS tracking system * Manage and reconcile emergency purchases made via credit cards during declared emergencies for FEMA reimbursement claims

Activity: Bids and	Contracts							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$1,626	\$1,631	\$1,645	\$1,519	\$420	\$577	\$577	\$672
General Fund UMSA	\$876	\$878	\$774	\$715	\$180	\$248	\$248	\$288
Carryover	\$0	\$0	\$0	\$0	\$0	\$184	\$184	\$0
Miscellaneous Revenues	\$39	\$12	\$6	\$13	\$36	\$0	\$39	\$10
Surcharge Revenues	\$225	\$0	\$78	\$14	\$7	\$10	\$5	\$0
User Access Program Fees	\$0	\$0	\$352	\$816	\$2,510	\$2,711	\$2,681	\$2,828
Capital Working Fund	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$2,766	\$2,524	\$2,855	\$3,077	\$3,153	\$3,730	\$3,734	\$3,798
EXPENDITURES								
Salary	\$2,015	\$1,842	\$2,151	\$2,303	\$2,306	\$2,726	\$2,744	\$2,768
Overtime Salary	\$1	\$3	\$0	\$3	\$2	\$5	\$5	\$5
Fringe	\$469	\$429	\$545	\$591	\$639	\$817	\$810	\$843
Overtime Fringe	\$0	\$0	\$0	\$1	\$0	\$1	\$1	\$1
Other Operating	\$270	\$244	\$156	\$174	\$199	\$179	\$172	\$174
Capital	\$11	\$6	\$3	\$5	\$7	\$2	\$2	\$7
TOTAL OPERATING EXPENDITURES	\$2,766	\$2,524	\$2,855	\$3,077	\$3,153	\$3,730	\$3,734	\$3,798
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$2,766	\$2,524	\$2,855	\$3,077	\$3,153	\$3,730	\$3,734	\$3,798
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	54	47	44	39	47	48	47	47
Full-Time Positions Filled =	49	43	37	37	42		47	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =		1.79	0.06	0.48	0.58	0	0.34	

D) PERFORMANCE INFORMATION	ON FOR THIS	SACTIVITY	(AT BASE L	EVEL)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	rojection Base Budget Submission	
Processing time in calendar days for Invitations to Bid (ITB) (contracts valued over \$1 M)	N/A	307	411	285	272	215	215	215	ES3-1

Comments/Justification: Reduce procurement cycle using step by step review recommendations as benchmarks (for 70% of solicitations) ASSUMPTIONS Processing time for the purpose of tracking is measured from: The date the requisition and scope of work are finalized to the date of contract award * FY 05-06 and FY 06-07 projections assume: * Full staffing levels * Some legislative changes are approved to shorten cycle time: * Full implementation of the Expedited Procurement Program * Full implementation of the Step by Step Review recommendations and adequate elapsed time for change to take effect

Processing Time in calendar									
days (contracts valued under \$1	N/A	300	201	129	142	135	135	135	ES3-1
(M)	''''		201	120			133	"0"	200 !

Comments/Justification: Reduce procurement cycle using step by step review recommendations as benchmarks (for 70% of solicitations) ASSUMPTIONS Processing time for the purpose of tracking is measured from: The date the requisition and scope of work are finalized to the date of contract award * FY 05-06 and FY 06-07 projections assume: * Full staffing levels * Some legislative changes are approved to shorten cycle time: * Full implementation of the Expedited Procurement Program * Full implementation of the Step by Step Review recommendations and adequate elapsed time for change to take effect

E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?		DESIRED OUTCOMES
3	Assistant Manager, Procurement Bids & Contracts	0	0	74	74	55 (16	2	1	No	No	1	ES3-1

COMMENTS/JUSTIFICATION: This position would assist the Procurement Contracting Manager with the day-to-day operations of the unit. The addition of this position would free up the Manager to focus on tasks such as further establishing relationships with the client departments, identify new training opportunities for unit staff and developing and implementing several processes identified in the Procurement Process Improvement Initiative. In addition, this position would also allow the Manager to concentrate on accuracy of documents and on the structure of the solicitation in general including writing good methods of award that will support the purpose of the acquisition. Current manager enrolled in DROP and this is DPM's succession plan

Activity: Competiti	ve Acquisition							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$172	\$264	\$131	\$0	\$9	\$9	\$0
General Fund UMSA	\$0	\$93	\$124	\$61	\$0	\$4	\$4	\$0
Carryover	\$0	\$0	\$0	\$0	\$0	\$80	\$0	\$0
User Access Program Fees	\$0	\$0	\$70	\$194	\$266	\$510	\$353	\$434
TOTAL REVENUE	\$0	\$265	\$458	\$386	\$266	\$603	\$366	\$434
EXPENDITURES								
Salary	\$0	\$203	\$350	\$282	\$191	\$451	\$267	\$319
Overtime Salary	\$0	\$1	\$0	\$2	\$2	\$0	\$0	\$0
Fringe	\$0	\$47	\$94	\$78	\$58	\$130	\$81	\$97
Overtime Fringe	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating	\$0	\$13	\$13	\$24	\$15	\$21	\$17	\$18
Capital	\$0	\$1	\$1	\$0	\$0	\$1	\$1	\$0
TOTAL OPERATING EXPENDITURES	\$0	\$265	\$458	\$386	\$266	\$603	\$366	\$434
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$265	\$458	\$386	\$266	\$603	\$366	\$434
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	0	7	7	5	6	7	5	
Full-Time Positions Filled =		7	7	4	3		5	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =							0.03	

D) PERFORMANCE INFORMATION									
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Percentage of non-competed contracts	N/A	31%	23%	20%	16%	16%	16%	16%	ES3-2

Comments/Justification: DPM works with client departments to reduce the number of non-competitive actions. It is difficult to achieve the targets as contract terms vary and a large percentage of contracts will not expire this year. However, to date staff has reduced the number of non-competitive contracts to 18%. It is important to note, that there is a significant delay in receiving specifications from departments for the purchase of items that were previously awarded through non-competitive actions and where the market now indicates there is competition. These delays in development of specifications require the use of temporary bid waivers or contract modifications to avoid disrupting County operations. This is a limiting factor in staffs ability to meet the aggressive goals for this measure.

Activity: Information	on Systems & Te	chnical Services						
A) OPERATING BU	IDGET - REVENU	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$657	\$662	\$391	\$462	\$0	\$8	\$8	\$0
General Fund UMSA	\$353	\$357	\$184	\$217	\$0	\$4	\$4	\$0
Carryover	\$0	\$0	\$0	\$0	\$0	\$127	\$127	\$0
User Access Program Fees	\$0	\$0	\$0	\$257	\$874	\$744	\$686	\$969
TOTAL REVENUE	\$1,010	\$1,019	\$575	\$936	\$874	\$883	\$825	\$969
EXPENDITURES								
Salary	\$436	\$408	\$357	\$341	\$335	\$354	\$254	\$404
Overtime Salary	\$2	\$1	\$5	\$9	\$3	\$4	\$4	\$5
Fringe	\$96	\$92	\$83	\$81	\$82	\$99	\$71	\$117
Overtime Fringe	\$0	\$0	\$1	\$1	\$1	\$1	\$1	\$1
Other Operating	\$459	\$517	\$127	\$500	\$453	\$425	\$495	\$432
Capital	\$17	\$1	\$2	\$4	\$0	\$0	\$0	\$10
TOTAL OPERATING EXPENDITURES	\$1,010	\$1,019	\$575	\$936	\$874	\$883	\$825	\$969
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$1,010	\$1,019	\$5 75	\$936	\$874	\$883	\$825	\$969
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	9	9	7	6	5	5	6	
Full-Time Positions Filled =	9	6	6	6	5		6	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =					0.13			

E) FY 2007	-08 PROPOSED	<u>ENHA</u>	NCEME	NTS FOR	THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.			OTHER COST		SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	One Senior Procurement Contracting Officer-ERP (Estimated for 6.5 PP)	0	0	24	24	20	3	1	0	Yes	Yes	1	ES3-1
implementa Department resources to ERP platfor	S/JUSTIFICATIVATION of the procu t of Procurement throughout the C rm. This would in the of the two over	irement t Manag ounty to ivolve w	specific ement for ensure orking o	modules or countyve that a pro- ollaborative	for the E wide ERF oper trans vely with	RP system implemention strate the ERP F	n on a Countation, the egy is in pl Project Mar	ntywide be Senior Face for the nagement	easis as the Procurement e phasing of toffice, the	lead Project Ma t Contracting O out of the curren	anager. As Pro fficers will wor it Legacy Syst	oject Manage k with variou em to the ne	ers for the s technical w PeopleSoft
6	Clerk 2 (EDMS) (Estimated at 19 PP)	0	0	34	34	21	10	2	1	No	No	1	ES3-1
immediate a pages per r will support	S/JUSTIFICATI access to procur month). Addition: implementation data is verified *	ement a ally, the of the E	and vend EDMS p DMS by	dor record projects w r: * Collec	s. * DPM ill include ting, sort	l issues mo e all bids, p ing and sc	ore that 1,2 proposals, anning ele	200 contra protests, ectronic do	acts per yea queries etc	ar each averagi : received in co	ng in excess on nnection with	of 100 pages a solicitation	(10,000 This position
7	Clerk 3 (EDMS) (estimated at 19 PP)	0	0	38	38	24	11	2	1	No	No	1	ES3-1
immediate pages per r will support	S/JUSTIFICATI access to procur month). Addition implementation paper files after	ement a ally, the of the E	and vend EDMS p DMS by	dor record projects w r: * Manaç	s. * DPM ill include ging the E	l issues mo e all bids, p EDMS imp	ore that 1,2 proposals, lementatio	200 contri protests, n * Index	acts per ye queries etc , catalog, ve	ar each averagion	ng in excess on nection with	of 100 pages a solicitation	(10,000 This position

Activity: IT Procure	Activity: IT Procurement										
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE											
General Fund Countywide	\$27	\$150	\$231	\$242	\$0	\$15	\$15	\$0			
General Fund UMSA	\$14	\$80	\$109		\$0		\$6	\$0			
Carryover	\$0	\$0	\$0	\$0	\$0	\$95	\$95	\$0			
User Access Program Fees	\$0	\$0	\$61	\$127	\$693	\$716	\$825	\$1,005			
TOTAL REVENUE	\$41	\$230	\$401	\$483	\$693	\$832	\$941	\$1,005			
EXPENDITURES											
Salary	\$0	\$190	\$319	\$321	\$502	\$608	\$695	\$710			
Overtime Salary	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$1			
Fringe	\$0	\$39	\$75	\$141	\$174	\$191	\$219	\$258			
Overtime Fringe	0	0	0	0	0	0	0	0			
Other Operating	\$41	\$1	\$7	\$19	\$17	\$32	\$26	\$36			
Capital	\$0	\$0	\$0	\$2	\$0	\$0	\$0	\$0			
TOTAL OPERATING EXPENDITURES	\$41	\$230	\$401	\$483	\$693	\$832	\$941	\$1,005			
Debt Services	0	0	0	0	0	0	0	0			
Reserves	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0			
OthNonOper	0	0	0	0	0	0	0	0			
TOTAL EXPENDITURES	\$41	\$230	\$401	\$483	\$693	\$832	\$941	\$1,005			
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	5	6	7	8	11	11	13	13
Full-Time Positions Filled =	5	5	5	6	9		13	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =					0	0	0	0

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08	Desired			
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes			
Processing Time in calendar days for Invititation to Bid (ITB) (contracts valued over \$1 M)	N/A	N/A	411	285	272	215	215	215	ES3-1			
Comments/Justification: Reduce procurement cycle using step by step review recommendations as benchmarks Assumptions: Processing time for the purpose of tracking is measured from: The date the requisition and scope of work are finalized to the date of contract award. FY 05-06 and FY 06-07 projections assume: *Full staffing levels * Some legislative changes are approved to shorten cycle time: *Full implementation of the Expedited Procurement Program *Full implementation of the Step by Step Review recommendations and adequate elapsed time for changes to take effect. Several IT procurements are complex, very involved and are multi-year procurements. When awarded, these will significantly skew average processing times.												
Processing Time in calendar days (contracts valued under \$1 vl)(ITBS)			201	129	142	135	135	135	ES3-1			
		Mhon awar	dad thaca	uill cianifican					re complex,			
	procurements	, when awar	ded, trese v	viii sigriilicair	tly skew aver	age processi	ng times.					
Processing Time in calendar days (contracts valued over \$1	rocurements	. When awa	405	258	tly skew avel	215	ng times. 215	215				
Processing Time in calendar days (contracts valued over \$1 M)(RFPs) Comments/Justification: Reduction assume: *Full staffing Program *Full implementation of the complex, very involved and all	e procureme rom: *The da levels * Som the Step by S	nt cycle using te the requis ne legislative Step Review	g step by ste ition and soc changes are recommenda	258 p review recope of work a paproved to ations and addressed and addressed ations and addressed and addressed ations and addressed at a tion and addressed at a tion a	200 ommendatio ire finalized to shorten cyc lequate elaps	215 ns as benchmothe date of cle time: * Full sed time for cle	215 narks Assumptio	ons: Processing tin FY 05-06 and FN of the Expedited effect Several IT p	ES3-1 ne for the / 06-07 Procurement			
Processing Time in calendar days (contracts valued over \$1 M)(RFPs) Comments/Justification: Reduction of tracking is measured for ojections assume: * Full staffing Program * Full implementation of	e procureme rom: *The da levels * Som the Step by S	nt cycle using te the requis ne legislative Step Review	g step by ste ition and soc changes are recommenda	258 p review recope of work a paproved to ations and addressed and addressed ations and addressed and addressed ations and addressed at a tion and addressed at a tion a	200 ommendatio ire finalized to shorten cyc lequate elaps	215 ns as benchmothe date of cle time: * Full sed time for cle	215 narks Assumptio	ons: Processing tin FY 05-06 and FN of the Expedited effect Several IT p	ES3-1 ne for the / 06-07 Procuremen			
Processing Time in calendar days (contracts valued over \$1 M)(RFPs) Comments/Justification: Reduction of tracking is measured for ojections assume: * Full staffing Program * Full implementation of	e procureme rom: *The da levels * Som the Step by S	nt cycle using te the requis ne legislative Step Review	g step by ste ition and soc changes are recommenda	258 p review rec ppe of work a e approved to ations and ad arded, these	200 ommendatio ire finalized to shorten cyc lequate elaps	215 ns as benchmothe date of cle time: * Full sed time for cle	215 narks Assumptic contract award ' implementation hanges to take e rage processing	ons: Processing tir * FY 05-06 and FY of the Expedited effect Several IT p times.	ES3-1 me for the / 06-07 Procurements			

Activity: Request F	Activity: Request For Proposal											
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES									
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08				
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base				
REVENUE												
General Fund Countywide	\$389	\$467	\$473	\$342	\$0	\$22	\$22	\$0,				
General Fund UMSA	\$209	\$251	\$223	\$161	\$0	\$9	\$9	\$0				
Carryover	\$0	\$0	\$0	\$0	\$0	\$171	\$171	\$0				
Miscellaneous Revenues	\$0	\$1	\$0	\$2	\$0	\$0	\$0	\$0				
User Access Program Fees	\$0	\$0	\$125	\$281	\$843	\$1,041	\$1,021	\$1,251				
Capital Working Fund	\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$0				
TOTAL REVENUE	\$598	\$730	\$821	\$786	\$843	\$1,243	\$1,223	\$1,251				
EXPENDITURES												
Salary	\$481	\$564	\$646	\$588	\$633	\$918	\$923	\$931				
Overtime Salary	0	0	0	0	0	0	0	0				
Fringe	\$106	\$124	\$152	\$139	\$172	\$271	\$258	\$270				
Overtime Fringe	0	0	0	0	0	0	0	0				
Other Operating	\$11	\$25	\$22	\$59	\$34	\$53	\$41	\$50				
Capital	\$0	\$17	\$1	\$0	\$4	\$1	\$1	\$0				
TOTAL OPERATING EXPENDITURES	\$598	\$730	\$821	\$786	\$843	\$1,243	\$1,223	\$1,251				
Debt Services	0	0	0	0	0	0	0	0				
Reserves	0	0	0	0	0	0	0	0				
Transfers	0	0	0	0	0	0	0	0				
OthNonOper	0	0	0	0	0	0	0	0				
TOTAL EXPENDITURES	\$598	\$730	\$821	\$786	\$843	\$1,243	\$1,223	\$1,251				
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0				

B) POSITIONS											
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
Full-Time Positions Budgeted =	16	17	11	13	12	13	13	13			
Full-Time Positions Filled =	15	11	11	11	10		13				
Part-time FTEs Budgeted =											
Temporary FTEs Budgeted =			0.1	0.3	0		0.09	0			

D) PERFORMANCE INFORMATION	ON FOR THE	SACTIVITY	(AT BASE L	EVEL)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Processing time in calendar days for Request for Proposals (RFP) (contracts valued over \$1 M)	N/A	N/A	405	258	200	215	215	215	ES3-1
Comments/Justification: Reduce purpose of tracking is measured fro projections assume: * Full staffing I Program * Full implementation of the	evels * Some	ine requisiti e leaistative d	on and scope changes are:	of work are approved to	shorten cycle	the date of co	ntract award. F	Y 05-06 and FY 0	0.07
Processing Time in calendar days (contracts valued under \$1 M)(RFPs)	N/A	N/A	198	174	168	135	135	135	ES3-1

Comments/Justification: Reduce procurement cycle using step by step review recommendations as benchmarks Assumptions: Processing time for the purpose of tracking is measured from: The date the requisition and scope of work are finalized to the date of contract award. FY 05-06 and FY 06-07 projections assume: * Full staffing levels * Some legislative changes are approved to shorten cycle time: * Full implementation of the Expedited Procurement Program * Full implementation of the Step by Step Review recommendations and adequate elapsed time for changes to take effect.

Activity: Transit's I	Activity: Transit's Invitation to Bid & Request for Proposal										
A) OPERATING BL	DGET - REVEN	JES AND EXPEN	IDITURES								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE											
User Access Program Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Interagency Transfers	\$0	\$0	\$0	\$208	\$0	\$0	\$0	\$0			
TOTAL REVENUE	\$0	\$0	\$0	\$208	\$0	\$0	\$0	\$0			
EXPENDITURES											
Salary	\$0	\$0	\$0	\$166	\$0	\$0	\$0	\$0			
Overtime Salary	0	0	0	0	0	0	0	0			
Fringe	\$0	\$0	\$0	\$37	\$0	\$0	\$0	\$0			
Overtime Fringe	0	0	0	0	0	0	0	0			
Other Operating	\$0	\$0	\$0	\$5	\$0	\$0	\$0	\$0			
Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
TOTAL OPERATING EXPENDITURES	\$0	\$0	\$0	\$208	\$0	\$0	\$0	\$0			
Debt Services	0	0	0	0	0	0	0	0			
Reserves	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0			
OthNonOper	0	0	0	0	0	0	0	0			
TOTAL EXPENDITURES	\$0	\$0	\$0	\$208	\$0	\$0	\$0	\$0			
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	0	0	0	2	4	4	4	
Full-Time Positions Filled =				2	4		4	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

Description	FY 2001- 02 Actual	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006-07	FY 2006-07	FY 2007-08					
	Actual					Li			Desired				
accoing Time in adjacder	, .v.uui	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes				
cessing Time in calendar rs (contracts valued under \$1 ITBS)	N/A	300	201	129	142	135	150	135	ES3-1				
Comments/Justification: Reduce procurement cycle using step by step review recommendations as benchmarks Assumptions: Processing time for the purpose of tracking is measured from: The date the requisition and scope of work are finalized to the date of contract award. FY 05-06 and FY 06-07 projections assume: *The date the requisition and scope of work are finalized to the date of contract award *FY 05-06 and FY 06-07 projections assume: *Full staffing levels *Some legislative changes are approved to shorten cycle time: *Full implementation of the Expedited Procurement Program *Full implementation of the Step by Step Review recommendations and adequate elapsed time for changes to take effect Several IT procurements are complex, very involved and are multi-year procurements. When awarded, these will significantly skew average processing times.													
cessing time in calendar rs for Invitations to Bid (ITB) ntracts valued over \$1 M)	N/A	307	411	285	272	215	250	215	ES3-1				
mments/Justification: Reduce cessing time for the purpose of and FY 06-07 projections assur pedited Procurement Program *	tracking is n ne: * Full sta	neasured fro ffing levels *	m: The date Some legisl	the requisition	on and scope es are approv	e of work are f ed to shorten	inalized to the d cycle time: * Fu	late of contract aw ull implementation	ard * FY 05- of the				
cessing Time in calendar rs (contracts valued over \$1 RFPs)	N/A	N/A	405	258	200	215	250	215	ES3-1				
mments/Justification: Reduce pose of tracking is measured fro jections assume: * Full staffing I gram * Full implementation of the complex, very involved and are	om: *The da levels * Som he Step by S	te the requisi le legislative Step Review	ition and sco changes are recommenda	ppe of work a e approved to ationsand ad	re finalized to shorten cyc equate elaps	o the date of on the cle time: * Full sed time for ch	contract award * implementation nanges to take e	FY 05-06 and FY of the Expedited effect Several IT p	06-07 Procurement				
cessing Time in calendar rs (contracts valued under \$1 RFPS)	N/A	N/A	198	174	168	135	150	135	ES3-1				

changes to take effect Several IT procurements are complex, very involved and are multi-year procurements. When awarded, these will significantly skew average processing times.

E) FY 2007	FY 2007-08 PROPOSED ENHANCEMENTS FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)													
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	1 1	DESIRED OUTCOMES	
2	Procurement Contracting Agent (9 PPE 06-07)	0	0	25	25	17	6	1	1	No	No	1	ES3-1	

COMMENTS/JUSTIFICATION: Additional resources are needed to manage the increasing workload of complex RFP and ITB solicitations processed by the DPM Transit Unit. The current staff is inadequate to effectively manage the additional workload required to bring every single award, independent of value to the BCC, its Committees and the CITT for approval, as well as the unique need to invest considerable staff time in developing the technical specifications for Transit purchases, requiring additional dedicated procurement resources. Also, there is a substantial and frequent need for MDT staff to work one-on-one with the dedicated Transit Unit in developing technical specifications, and this continues to require significant DPM staff time with vendors and issues related to performance, insurance, ownership and legal matters above and beyond the experience in other operational areas.

,	Procurement Contracting Officer - (9	0	0	32	32	24	6	1	1	No	No	1	ES3-1
	PP - 06-07)												

COMMENTS/JUSTIFICATION: Additional resources are needed to manage the increasing workload of complex RFP and ITB solicitations processed by the DPM Transit Unit. The current staff is inadequate to effectively manage the additional workload required to bring every single award, independent of value to the BCC, its Committees and the CITT for approval, as well as the unique need to invest considerable staff time in developing the technical specifications for Transit purchases, requiring additional dedicated procurement resources. Also, there is a substantial and frequent need for MDT staff to work one-on-one with the dedicated Transit Unit in developing technical specifications, and this continues to require significant DPM staff time with vendors and issues related to performance, insurance, ownership and legal matters above and beyond the experience in other operational areas.

Activity: Vendor Assistance											
A) OPERATING BU	IDGET - REVEN	JES AND EXPEN	IDITURES								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE											
General Fund Countywide	\$273	\$308	\$254	\$214	\$0	\$11	\$11	\$0			
General Fund UMSA	\$147	\$166	\$120	\$100	\$0	\$5	\$5	\$0			
Carryover	\$0	\$0	\$0	\$0	\$0	\$102	\$102	\$0			
User Access Program Fees	\$0	\$0	\$0	\$11	\$554	\$493	\$497	\$629			
Capital Working Fund	\$0	\$1	\$118	\$125	\$0	\$0	\$0	\$0			
TOTAL REVENUE	\$420	\$475	\$492	\$450	\$554	\$611	\$615	\$629			
EXPENDITURES											
Salary	\$283	\$342	\$345	\$310	\$382	\$434	\$420	\$419			
Overtime Salary	\$2	\$1	\$0	\$2	\$1	\$2	\$2	\$2			
Fringe	\$71	\$86	\$97	\$85	\$120	\$146	\$140	\$143			
Overtime Fringe	0	0	0	0	0	0	0	0			
Other Operating	\$60	\$41	\$49	\$52	\$51	\$29	\$53	\$65			
Capital	\$4	\$5	\$1	\$1	\$0	\$0	\$0	\$0			
TOTAL OPERATING EXPENDITURES	\$420	\$475	\$492	\$450	\$554	\$611	\$615	\$629			
Debt Services	0	0	0	0	0	0	0	0			
Reserves	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0			
OthNonOper	0	. 0	0	0	0	0	0	0			
TOTAL EXPENDITURES	\$420	\$475	\$492	\$450	\$554	\$611	\$615	\$629			
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	9	9	8	7	9	9	9	
Full-Time Positions Filled =	7	9	7	7	9		9	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =		0.64	0.64	0.5	0.56	0.5	0.43	0.4

E) FY 2007	-08 PROPOSED) ENHA	NCEME	NTS FOR	THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
4	Procurement Analyst (19 PP)	0	0	77	77	57	17	2	1	No	No	1	ES3-1

COMMENTS/JUSTIFICATION: This position would be responsible for determining the insurance coverage and dollar thresholds needed on all contracts. Therefore excellent knowledge in the insurance field is required * Consult the County Attorney's Office, Section Manager's/Supervisor's/Agents on Insurance issues and make recommendations * Supervise the 3 staff member (one of which is proposed for FY 07-08) Duties include: *Vendor Assistance receives and review bid folder for required signatures per authority; affidavit package; vendor is registered & that is in good terms to do business with Miami-Dade County. * Determine bid type- Formal Contract, Bid Waiver, Sole Source, RFP, etc… * Determine awarded type- New Contract, Option to Renew, Extension, Change Order or an Emergency and note State-wide, County-Wide or both * Maintain a record of vendor insurance due date * Maintain log of bid folders as they come in and out of the insurance section in VA * Notify vendors via mail with final notice * Maintain a record of non-compliance and assure that all possible contact has been made * Run Insurance Tracking Report daily

GENERAL DEPARTMENTAL NON-OPERATING DETAILS

Department: Procurement Management

(\$ in 000s)

EXPENDITURE NON-OPERATING

		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
Ĺ		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
EXPENDITURES									
	Totals								
Reserve	Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve	Carryover	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,214
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,214
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Procurement Management

(\$ in 000s)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS FROM PROCUREMENT MANAGEMENT

Department(to)	Reason and Source	Confirmed?	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfe	er to other	Departments								

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS TO PROCUREMENT MANAGEMENT

Department (from)	Reason and Source	Confirmed?		FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
	Sr. Procurement Contracting Agent - Project ends:12/31/2006	No	\$0	\$64	\$69	\$78	\$0	\$85	\$0	\$0
Transit	One (1)Sr. Procurement Contracting Officer; Two (2) Procurement Contracting Officer & One (1) Procurement Contracting Agent	Yes	\$0	\$0	\$0	\$0	\$0	\$334	\$375	\$439
	Total Transfer from other	Departments	\$0	\$64	\$69	\$78	\$0	\$419	\$375	\$439

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Procurement Management

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual	FY 2002-03 Actual			FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	насы
Travel Costs	31210/31220	\$28	\$19	\$18	\$26	\$39	\$39	\$35	\$22
Employee Overtime Costs	00160	\$6	\$11	\$6	\$17	\$10	\$9	\$15	\$14
Contract Temporary Employee Costs	21510	\$136	\$284	\$74	\$131	\$82	\$60	\$66	\$61

			(\$ in 000s)								
2007-08	Proposed										
and the state of t	CONTRACTOR OF THE PARTY OF THE		**************************************	***************************************	***************************************						
PARTMENT:	Proc	urement	Managem								
And a management of the state o	2006-07	PRIOR									тот
her County Sources											
Capital Outlay Reserve		500	139	0	0	0	0	<u> </u>	0	0	

Total	1: 0	500	139	0	0	0	0		0	0	
· · · · · · · · · · · · · · · · · · ·	T										

CAPITAL	FUNDED			IDITURE S	UMMARY				
			000s)						
2007-08 Pr	oposed C	apital Buc	iget and M	ulti-Year C	apital Pla	n			
Enabling Strategies									
	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
E-Government Projects									
PROCUREMENT TECHNOLOGY UPGRADE	500	0	0	0	0	0	0	0	50
Improvements to County Processes									
DPM TRAINING & BIDS/RFP PROPOSAL RECEIPT ROOM	0	47	0	0	0	0	0	0	4
Other									
EDMS DOCUMENTATION STORAGE & MANAGEMENT SOLUTION	0	92	0	0	0	0	o	0	9
					a.				<u> </u>
								•••••••	
Department Total:	500	139	0	이	o	o	o	예	63

Property Appraiser

PROPERTY APPRAISAL DEPARTMENT TABLE OF ORGANIZATION Fiscal Year 2007-08

Department Totals 2006-07 2007-08 283 FTE 284 FTE

REAL ESTATE DIVISION

02-08	FTE 170
<u>70-90</u>	FTE 170

Responsible for annual determination of all property values, including condominiums, townhouses, and clusters, using the three approaches to value. Computerized sales analysis data is reviewed to determine the feasibility for adjustment. All new construction in the County is evaluated to determine if substantially complete, building site, grade construction, and other variables determined through field inspections that affect the value of the property. This division is also responsible to inspect all existing improvements once every five years.

This division also performs other support functions:

-Maintains a computerized permit control system.

-Makes all separations and groupings of land parcels.

-Writes legal descriptions when necessary.

-Maintains and updates zoning maps.

This division is also responsible for establishing capitalization rates that are prepared annually, based on local economic trends.

Classifies agriculture properties.

Responsible for the analysis of market data for rents and operating expenses to be utilized in the development of assessments for incoming producing properties. Includes South Dade personnel.

OPERATIONS AND ADMINISTRATION

02-0	Ë
20-90	FTF 14

This Division is responsible for all departmental budget, fiscal personnel and office management functions. Responsible for coordination with Data Processing in the innovative development of systems to implement a complete computerized assessment operation. Develops and coordinates intra-divisional operations. Acts as Liaison for County, Municipal, State and Department of Revenue functions relative to millages, assessment certificates, tax rolls, recapitulation, etc.

PUBLIC SERVICE & EXEMPTIONS DIVISION

02-08	FTE 32	
06-07	FTE 32	

This operating division is responsible for receiving, verifying, approving or disapproving, all applications for statutory exemptions. This division is also responsible for dissemination of all types of statistical information relating to real estate parcels. The Public Outreach program and coordination with 311 Answer Center is a primary responsibility of this division.

Total Positions: 283 Total Vacancies: 17 Value of Vacant Positions: \$427,554

PERSONAL PROPERTY DIVISION

07-08	FTE 50
20-90	FTE 50

This Division is responsible for the assessment of all personal property in the County. Returns of personal property are analyzed, compared and verified against field evaluation and against the guidelines funished by the State Department of Revenue. Field evaluators annually contact all commercial enterprises in the County to establish valuation of furniture, fixtures, equipment, and inventory. Assessment is made on the basis of best information available when no returns are filed. Includes South Dade personnel.

INFORMATION SERVICES

07-08 17 FTE	l
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	l
06-07 17 FTE	
914	l
	ı

This division is responsible for maintaining a complete real estate property record file on the computer by transmitting all changes to the file. It is responsible to maintain a Master Land and a Master Building assessment file by coding and transmitting basic data other than rate. Data prepared for both on-line and off-line transmission after screening for appropriate action. This division controls data by data processing on input. Data output is checked for completeness and distributed to proper divisions for filing and further analysis.

284 FTE 2007-08 Department Totals 2006-07 283 FTE

DEPARTMENT STAFFING CHART OFFICE OF PROPERTY APPRAISER

-	~ -	7
0156 Director	0096 Sr. Exec. Secretary	
-	←I	7
	0156 Director	0156 Director 0096 Sr. Exec. Secretary

00-70	_	 1	2
	0156 Director	0096 Sr. Exec. Secretary	
70-00	-	← I	2

	PERSONAL PROPERTY DIVISION 06-07	1 0094 Admin. Sec. 1 1	13 0102 Prop. Appr. Clerk 1 13	2 0103 Prop. Appr. Clerk 2 2	11 0131 P.P. Evaluator 1 11	8 0132 P.P. Evaluator 2 8	10 0122 Prop. Eval. Spec. 10	3 0140 Prop. Appr. Sup. 1 3	1 0141 Prop. Appr. Sup. 2 1	1 0142 Prop. Appr. Sup. 3 1	50
											
r. Secretary	<u>S</u> 07-08	7	_	2	-	1	1	-	7	-	17
0156 Director 0096 Sr. Exec. Secretary	INFORMATION SERVICES 7	Prop Appr. Clerk 1	Training Specialist 1	Prop. Appr. Clerk 2	Prop. Eval. Spec.	1832 Network Manager 1	1827 Computer Tech 2	1844 System Analyst 2	0141 Prop. Appr. Sup. 2	Chief, Info. Serv. 1	
- +10	ORMAT	0102 Prop	0420 Train		0122 Prop.	2 Netw	7 Comp	4 Syste	1 Prop.	153 Chief	
·I	INF 06-07	7 010	1 042	2 010	1 012	1 18	1 182	1 18	2 014	1 015	17
	_									•	

OPERATIONS & ADMINISTRATION 06-07

1 2307 Public Info Officer 1 0810 Admin Officer 1 0270 Buyer 1 0154 Asst. Prop. Apprs. 1 0144 P. A. Senior Sup. 1 0147 Manager for Admin. 0095 Executive Secty. 0410 Personnel Spec. 1 0137 Legal Spec. 1 0138 Legal Spec. 2

17		
17		

& CONDOMINUM DIVISION	02-08
R EAL ESTATE &	20-90

1 29	12 7	Clerk 6	39	0	s. 26	6 .1	3	3	-	-	-	142
3094 Admin. Secty. 3102 Prop. Appr. Clerk I	Prop. Appr. Clerk 2	0104 Realty Change C	R.E. Evaluators 2	Prop. Eval. Spec.	Income Eval. Spec	Prop. Appr. Sup.	Prop. Appr. Sup.	Prop. Appr. Sup.	Dir., Residential	Dir., Commercial	Cadastral Tech.	
0094 0102	0103	0104	0111	0122	0120	0140	0141	0145	0150	0149	1018	
1 29	7	9 7	39	0	26	6	3	3	1	1	-	142

SOUTH DADE BRANCH	9 0102 Prop. Appr. Clerk 1	0103 Prop. Appr. Clerk 2	0110 R.E. Evaluator 1	0111 R.E. Evaluator 2	0140 Prop. Appr. Sup. 1	0142 Prop. Appr. Sup. 3	
20-90	6	2	3	11	2	7	28

9 2 11 28 28

PTIONS 07-08	}	-	7	7	7	-	9	10	_	_	-	32
PUBLIC SERVICES & EXEMPTIONS 6-07	•	Prop. Appr. Clerk 2	Prop. Appr. Clerk 1	Secretary	Prop. Appr. Sup. 1	Prop. Appr. Sup. 2	R.E. Evaluator 1	R.E. Evaluator 2	Prop Eval Spec	Admin. Secty.	Clerk 4	
LIC SE		0103	0102	0031	0140	0141	0110	0111	0122	0094	0013	
PUB 06-07		_	7	7	2		9	10	_			32

Property Appraisal

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Enabling Strategies		
Desired Outcome	Highlights	Performance Impact
ES8-4: Cohesive, standardized countywide financial systems and processes	The FY 2006-07 Capital Budget includes carryover funding of \$2.19 million from the Capital Outlay Reserve to continue the implementation of the Computer Aided Mass Appraisal (CAMA) system (total project cost \$7.168 million)	Complete all systems acceptance testing in the third quarter of FY 2006-07 and begin production in the fourth quarter of FY 2006-07; complete required training of staff with passing scores of 75 percent or greater in the second quarter of FY 2006-07; the CAMA system will allow the department to perform its statutorily required functions in a more effective and productive manner by integrating the department's existing software applications into one comprehensive system
ES8-5: Effective County tax collection and property appraisal process	Continue to provide exemption process by receiving, verifying, and approving or disapproving applications for statutory exemptions by July 1, thereby meeting the DOR standards for a certified tax roll	Post 65 percent of exemption applications (28,000) and 70 percent of senior exemption renewals (26,600) by the March 1 deadline; remove unwarranted exemptions for control; and complete 8,000 homestead renewal investigations by June 1
ES8-5: Effective County tax collection and property appraisal process	Continue real estate and condominium appraisal process at current level	Meet the Alternate Level of Assessment criteria set by DOR (no less than 90 percent for strata 01 - residential properties, 02 - multi-family properties, and 06 - commercial and industrial properties)
ES8-5: Effective County tax collection and property appraisal process	Continue personal property appraisal process at current level	Complete 85,000 field inspections by February 15; complete assessment of ontime returns by June 15; complete late returns by August 15; complete Value Assessment Board (VAB) appeals by August 31; and comply with DOR 2006-07 audit requirements with current staff
ES8-5: Effective County tax collection and property appraisal process	Continue to provide information services	Process and verify all data changes within two days of data entry; scan, validate, and verify all VAB submissions within one hour of receipt; and address all public service requests within one week

Department: Property Appraisal

(\$ in 000s)

Department-wide Issues

N/A

Administration Issues

- Meeting State mandated deadline for submission of certified assessment roll.
- 2 Maintaining the Department's resources and standard operating procedures.
- 3 Meeting the requirements of the legislative changes to the Department's work procedures, deadlines, and resources.
- 4 Acquiring additional office space to accommodate Department resources.

Information Systems & Technical Services Issues

- 5 Completing the training of department personnel for the CAMA system.
- 6 Implementation of the Computer Aided Mass Appraisal (CAMA) system.

Operations Issues

- 8 Processing and analyzing the personal property tax returns to produce assessment roll within the mandated deadline.
- 14 Adequate staffing to represent the County at bankruptcy hearings.
- 7 Physically re-inspect all parcels within Miami-Dade County every five years, as mandated by the Florida Statute 193.023 and to be implemented for the 2007-08 fiscal year.
- 9 Identify market areas for the assessment roll year in accordance with the State of Florida Department of Revenue requirements.
- 10 Complete the real estate assessment roll responsibilities by the July 1 submission date.
- 11 Continue delivering service excellence to customers applying for agricultural classification.
- 12 Meet the division's primary activity of processing exemption applications.
- 13 Continue the implementation and monitoring of the Public Outreach Program.

			GENERAL	DEPARTMENT	AL FINANCIAL S	SUMMARY			
					perty Apprais				
				(\$ in (
A) OPERAT	ING BUDGET - RE	VENUES AND I	EXPENDITURE	S					
		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE									
cw	General Fund Countywide	\$13,917	\$15,304	\$16,736	\$17,985	\$19,606	\$23,145	\$23,145	\$23,850
INTERTRNF	Reimbursements from Taxing Jurisdictions	\$1,098	\$1,972	\$2,118	\$1,961	\$1,995	\$2,033	\$2,056	\$2,056
TOTAL REVENUE		\$15,015	\$17,276	\$18,854	\$19,946	\$21,601	\$25,178	\$25,201	\$25,906
EXPENDITU	RES								
	Salary	\$10,319	\$11,955	\$13,621	\$14,408	\$15,066	\$16,787	\$15,803	\$17,131
	Overtime Salary	0	0	0	0	0	0	0	0
	Fringe	\$2,783	\$2,854	\$3,628	\$3,828	\$4,454	\$5,311	\$4,937	\$5,490
	Overtime Fringe	0	0	0	0	0	0	0	0
	Other Operating	\$1,913	\$1,782	\$1,591	\$1,649	\$2,037	\$3,006	\$2,854	\$3,224
	Capital	\$0	\$685	\$14	\$61	\$44	\$74	\$24	\$61
TOTAL OPE EXPENDITU		\$15,015	\$17,276	\$18,854	\$19,946	\$21,601	\$25,178	\$23,618	\$25,906
i	Debt Services	0	0	0	0	0	0	0	0
	Reserves	0	0	0	0	0	0	0	0
!	Transfers	0	0	0	0	0	0	0	0
	Other Non- Operating	0	0	0	0	0	0	0	0
TOTAL NON EXPENDITU	OPERATING RES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXP	ENDITURES	\$15,015	\$17,276	\$18,854	\$19,946	\$21,601	\$25,178	\$23,618	\$25,906
	REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$1,583	\$0

B) POSITIONS											
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
Full-Time Positions Budgeted =	251	249	257	278	283	283	284	284			
Full-Time Positions Filled =	246	236	251	247			273				
Part-time FTEs Budgeted =											
Temporary FTEs Budgeted =											

Activity: Administr	ation							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$2,203	\$1,944	\$1,464	\$1,203	\$1,637	\$2,156	\$2,156	\$2,300
Reimbursements from Taxing Jurisdictions	\$1,098	\$1,972	\$2,118	\$1,961	\$1,995	\$2,033	\$2,056	\$2,056
TOTAL REVENUE	\$3,301	\$3,916	\$3,582	\$3,164	\$3,632	\$4,189	\$4,212	\$4,356
EXPENDITURES								
Salary	\$902	\$1,243	\$1,626	\$1,231	\$1,336	\$1,243	\$1,076	\$1,530
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$486	\$389	\$514	\$396	\$529	\$918	\$546	\$660
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$1,913	\$1,610	\$1,441	\$1,527	\$1,752	\$2,023	\$2,092	\$2,164
Capital	\$0	\$674	\$1	\$10	\$15	\$5	\$2	\$2
TOTAL OPERATING EXPENDITURES	\$3,301	\$3,916	\$3,582	\$3,164	\$3,632	\$4,189	\$3,716	\$4,356
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$3,301	\$3,916	\$3,582	\$3,164	\$3,632	\$4,189	\$3,716	\$4,356
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$496	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	13	13	13	13	13	13	15	15
Full-Time Positions Filled =	12	12	12	12			15	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Alternate Level of Assessment criteria set by the State, minimum ratio level of 90%	97.1	95.6	97.8	96.7	93.9	93	93	93	ES8-5
Comments/Justification: State requiassessment roll" on the ASE scorecar								"enhance equity	in the
Number of Value Adjustment Board	n/a	n/a	26,346	34,975	49,379	49379	60,000	60,000	ES8-5

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E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (I	n Priori	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	•	DESIRED OUTCOMES
2	Legal Specialist	63	0	0	63	46	12	5	0	Yes	Yes	1	ES8-5

COMMENTS/JUSTIFICATION:To provide litigation support necessary to increase the number of Department challenges to VAB reductions. Based on historical data the position will produce approximately \$300,000 in annual operating revenue.

Activity: Information	Activity: Information Systems & Technical Services										
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08			
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base			
REVENUE											
General Fund Countywide	\$487	\$839	\$1,316	\$1,722	\$1,848	\$2,245	\$2,245	\$2,335			
TOTAL REVENUE	\$487	\$839	\$1,316	\$1,722	\$1,848	\$2,245	\$2,245	\$2,335			
EXPENDITURES											
Salary	\$395	\$538	\$910	\$1,217	\$1,189	\$923	\$940	\$924			
Overtime Salary	0	0	0	0	0	0	0	0			
Fringe	\$92	\$118	\$243	\$333	\$345	\$270	\$277	\$293			
Overtime Fringe	0	0	0	0	0	0	0	0			
Other Operating	\$0	\$172	\$150	\$121	\$285	\$983	\$762	\$1,059			
Capital	\$0	\$11	\$13	\$51	\$29	\$69	\$22	\$59			
TOTAL OPERATING EXPENDITURES	\$487	\$839	\$1,316	\$1,722	\$1,848	\$2,245	\$2,001	\$2,335			
Debt Services	0	0	0	0	0	0	0	0			
Reserves	0	0	0	0	0	0	0	0			
Transfers	0	0	0	0	0	0	0	0			
OthNonOper	0	0	0	0	0	0	0	0			
TOTAL EXPENDITURES	\$487	\$839	\$1,316	\$1,722	\$1,848	\$2,245	\$2,001	\$2,335			
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$244	\$0			

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	10	10	25	25	23	17	17	17
Full-Time Positions Filled =	9	9	25	25			17	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08	Desired	
Description	Actual	Actual	Actual	Actual	Actual	Budget Projection		Base Budget Submission	Outcomes	
	plement CAMA System n/a n/a n/a n/a of data co							Phase 2-Jan.	ES8-5	
Implement CAMA System		L	<u> </u>		completed.	31		31		
Implement CAMA System Comments/Justification: The by integrating the department's Data Converted are measured.	CAMA syst	em will allo ftware appl	w the depa	rtment to p	completed. perform its statutorily requ	ired functions in	a more effect		tive manner	

Activity: Operation	Activity: Operations											
A) OPERATING BU		JES AND EXPEN	IDITURES									
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08				
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base				
REVENUE												
General Fund Countywide	\$11,227	\$12,521	\$13,956	\$15,060	\$16,121	\$18,744	\$18,744	\$19,215				
TOTAL REVENUE	\$11,227	\$12,521	\$13,956	\$15,060	\$16,121	\$18,744	\$18,744	\$19,215				
EXPENDITURES												
Salary	\$9,022	\$10,174	\$11,085	\$11,960	\$12,541	\$14,621	\$13,787	\$14,677				
Overtime Salary	0	0	0	0	0	0	0	0				
Fringe	\$2,205	\$2,347	\$2,871	\$3,099	\$3,580	\$4,123	\$4,114	\$4,537				
Overtime Fringe	0	0	0	0	0	0	0	0				
Other Operating	\$0	\$0	\$0	\$1	\$0	\$0	\$0	\$1				
Capital	0	0	0	0	0	0	0	0				
TOTAL OPERATING EXPENDITURES	\$11,227	\$12,521	\$13,956	\$15,060	\$16,121	\$18,744	\$17,901	\$19,215				
Debt Services	0	0	0	0	0	0	0	0				
Reserves	0	0	0	0	0	0	0	0				
Transfers	0	0	0	0	0	0	0	0				
OthNonOper	0	0	0	0	0	0	0	0				
TOTAL EXPENDITURES	\$11,227	\$12,521	\$13,956	\$15,060	\$16,121	\$18,744	\$17,901	\$19,215				
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$843	\$0				

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actuai	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	228	226	219	240	247	253	252	252
Full-Time Positions Filled =	225	215	214	210			241	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL)											
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Processing of inspections for real estate and condominium completed by April 30.	April 30, 2002	April 30, 2003	April 30, 2004	April 30, 2005	April 30, 2006	April 30, 2007	April 30, 2007	April 30, 2008	ES8-5		
Comments/Justification: Processing de date for the certified assessment roll.	adlines set b	y the Depart	ment to mee	et the State D	Department o	of Revenue's	mandated Jul	y 1 Tax Roll sul	omission		
Property ownership and sales information processing.	Jan 31. 2002	Jan. 31, 2003	Jan . 31, 2004	Jan. 31, 2005	Jan. 31, 2006	Jan. 31, 2007	Jan. 31, 2007	Jan. 31, 2008	ES8-5		
Comments/Justification: Processing de	adline set to	meet Depar	tment of Rev	enue's requ	irements.						
Completion of sales analysis/pricing cycle	June 22, 2002	June 22, 2003	June 22, 2004	June 30, 2005	June 30, 2006	June 30, 2007	June 30, 2007	June 30, 2008	ES8-5		
Comments/Justification: Cycle deadline January 31 updated on ASE scorecard.	e set to meet	Department	of Revenue	mandate of	July 1 Tax R	toll submissio	on date. Perce	ntage of data p	rocessed by		
			r/						لـــــــــــــــــــــــــــــــــــــ		
Percentage of public service requests resolved within 72 hours.	n/a	n/a	n/a	96%	88%	96%	96%	96%	ES1-4		
Comments/Justification: Information re- Answer Center for a response	quests on as	sessment, e	xemptions, a	and other tax	related matt	ers being for	warded to the	Department by	the 311		
							T				
Percentage of early filed exemption applications processed by March 1.	n/a	n/a	n/a	57.5%	75%	75%	75%	75%	ES1-4		
Comments/Justification: Milestones set	t by the Depa	artment to en	sure that Sta	ate required	deadlines ar	e met					
Number of personal property field inspections.	N/A	N/A	N/A	N/A	78,160	84,020	90,000	90,000	ES8-5		
Comments/Justification: Division work	oad measure	of physical	field inspecti	on of all tang	gible persona	al property ad	counts within	Miami-Dade Co	ounty area.		
						·					
Number of timely tangible personal property returns processed by June 15.	N/A	N/A	N/A	N/A	26,743	27,000	30,000	30,000	ES8-5		
Comments/Justification: A new workload by the June 15th deadline.	ad measure a	as of FY 200	6-07. Divisio	n to supply o	lata on the n	umber of tim	ely personal p	roperty returns	processed		
Number of public service requests	n/a	n/a	n/a	5,187	20,597	25,000	25,000	30,000	ES1-4		
(PSRs) Comments/Justification: The number of	n/a f public servi		<u> </u>	<u></u>	<u> </u>	<u> </u>			E31-4		
Commence of the first of the fi	r pablio del Vi	oo roquooto	nanalog by t	110 0 1 7 7 110 1	VOI CONTON O	T bondii Or ai	o Doparanone				
Number of exemption applications received	66,497	79,814	80,506	91,660	90,606	94,000	94,000	108,000	ES1-4		
Comments/Justification: The total year	ly intake by t	he Departme	ent of exemp	tion applicat	ions						
Number of new buildings	n/a	n/a	n/a		6,471	6,600	ليف ح		ES8-5		
Comments/Justification: The number o	f new reside	ntial and con	nmercial buil	dings assess	sed for the ro	oll year. New	condo units no	ot included in th	is count.		
Number of other new construction	n/a	n/a	n/a	n/a	3900	4100	4100	4200	ES8-5		
Comments/Justification: Workload mea features).	sure for the	Residential a	and commer	cial permitte	d constructio	n (such as b	uilding addition	ns, enclosures a	and extra		

E) FY 2007	-08 PROPOSED	ENHA	NCEME	NTS FOR	THIS A	CTIVITY (I	N PRIORI	TY ORDE	R) (FROM	BASE)			
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	CURRENT YR. APP. OVERAGE?	POSITION CHANGE	DESIRED OUTCOMES
1	Five Year Reinspection Project as mandated by F.S. 193.023.	3716	0	0	3716	869	243	132	2472	No	No	25	ES8-5
and meets to appraiser is necessary,	S/JUSTIFICATION the legal required required to physical to ensure that the control the request of the request	ments o sically ir e tax ro	f F.S. 19 spect th Il meets	3.023. wi e propert all the re	hich read y at least	s in paragi t once eve	raph (2) In ry 5 years,	making h and may	nis or her as review ima	ssessment of th age technology,	e value of real as the proper	property, the ty appraiser	e property deems
3	Bankruptcy Evaluation Specialists	77	0	0	77	61	11	5	0	No	No	1	ES8-5

COMMENTS/JUSTIFICATION: Position needed to represent the County's interest at bankruptcy hearings as required by the Federal Bankrupcy Court. Work load has increased from approximately 10 folios a year in 2002 to over 180 folios in 2005. Each case requires extensive research in preparation for each hearing. Current case load is defending over \$200,000,000 in Personal Property value.

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Property Appraisal

(\$ in 000s)

PAYMENTS TO BE MADE TO OTHER DEPARTMENTS FROM PROPERTY APPRAISAL

Department(to)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
III 'Ammilinicatione	Communications Department - Promotional Spots Program	No	\$0	\$30	\$30	\$30	\$30	\$30	\$30	\$30
	Total Transfer to other	Departments	\$0	\$30	\$30	\$30	\$30	\$30	\$30	\$30

PAYMENTS TO BE MADE FROM OTHER DEPARTMENTS TO PROPERTY APPRAISAL

Department(from)	Reason and Source	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfer fro	m other Departmen	s							

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Property Appraisal

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual		FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Submission
Contract Temporary Employee Costs	21514	\$19	\$30	\$49	\$44	\$76	\$70	\$96	\$99
Travel Costs	31210	\$7	\$14	\$10	\$7	\$3	\$10	\$5	\$10
Overtime	00160	\$127	\$144	\$271	\$237	\$8	\$3	\$18	\$20
Printing and Reproduction Costs	26050	\$110	\$77	\$64	\$419	\$173	\$260	\$260	\$260
Postage Costs	26051	\$351	\$483	\$518	\$197	\$590	\$618	\$620	\$620

	PITAL FUN		(\$ in 000s)							
2007-08	Proposed	Capital	Budget aı	nd Multi-\	/ear Capi	tal Plan	approved to the second of the		eren paragone de la company	
EPARTMENT:			Property A	Appraisal						
	2006-07	~~~	nga ang ang ang ang ang ang ang ang ang	XXXXXX	2009 101	2010-11 20	11.12 20	12.13EH	TURE	тот
ther County Sources	2000-07	PRIOR	2007-00	2000-03	2003-10 2	.010-11120	11-12 20	12-13 10	TOKL	
Capital Outlay Reserve	0	7,168	0	0	0	0	00	0	0	7,
				······································						
Total:	0	7,168	0	0	0	0	0	0	0	7,
Department Total:	 _	7,168	ol	0	ol	ol	o	0	0	7

CAPITA	L FUNDED I			IDITURE S	UMMARY				
		(\$ in	000s)						
2007-08 P	roposed Ca	apital Bud	lget and M	ulti-Year C	apital Pla	n			
Enabling Strategies									
	PRIOR	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	FUTURE	TOTA
Departmental Information Technology Projects									
COMPUTER-AIDED MASS APPRAISAL SYSTEM	5,031	2,137	0	0	0	0	0	0	7,16
·									
1									
Department Total:	5.031	2,137	OI.	01	OI	Ol	01	011	7,16

Strategic Business Management

DIRECTOR'S OFFICE

 Establishes and implements departmental policy; reviews and coordinates agenda submissions, departmental personnel; and reviews, coordinates, and implements policy enacted by the Board of County Commissioners (BCC) and County Manager

> FY 2006-07 10

FY 2007-08 11

ANNEXATION AND INCORPORATION

Develops and structures incorporation policies and works with communities desiring to incorporate; supports all municipal advisory committees and negotiates agreements with each group; and negotiates annexation petitions and interlocal agreements with municipalities

FY 2006-07

FY 2007-08

MANAGEMENT AND BUDGET

- Prepares and monitors the County's operating and capital budgets; performs capital planning
- Reviews work orders and County-sponsored surveys
 Provides financial and management analyses and
- Provides financial and management analyses and reviews
- Prepares Five-Year Financial Plan
- Coordinates and monitors payment to communitybased organizations (CBOs) funded from BCC Discretionary Reserve

FY 2006-07 21 FY 2007-08

RYAN WHITE GRANT COORDINATION

Offers health and support services to people with income below 300 percent of the Federal Poverty Level who are infected with HIV; services include outpatient medical care, prescription drugs, dental care, case management, food, transportation, mental health therapy/counseling, psychosocial support services, health insurance, home health care, and substance abuse treatment; with the exception of residential substance abuse treatment, all services are provided in outpatient settings throughout Miami-Dade County

FY 2006-07 13

12<u>007-</u> 12

MANAGEMENT PLANNING AND PERFORMANCE ANALYSIS

- Administers the Management Advisory Consulting Services (MACS) pool
- Conducts and monitors management efficiency projects, including managed competition/targeted savings initiatives, and gainsharing programs
- Conducts management/operational and process reviews with operating department personnel, utilizing best practice research
- Maintains the County Manager's Administrative Orders and Procedures Manual and administers the annual sunset review of County boards
- Coordinates implementation of a countywide performance management process which focuses on creating and monitoring, and reporting activities; and County departmental performance reporting and business plans
- Develops and facilitates the implementation of the County's strategic plan, business plan, performance measurement, and related management systems
- Responsible for the implementation of the County's results-oriented framework

FY 2006-07

FY 2007-0

COMMUNITY REDEVELOPMENT AND ECONOMIC

- Oversees, reviews, and monitors activities of all municipal and Unincorporated Municipal Service Area (UMSA) Community Redevelopment Agencies (CRAs)
- Evaluates the feasibility of new CRAs or alternative approaches to stimulate redevelopment
- Develops findings of necessity to determine the need for a CRA for consideration by the Board of County Commissioners
- Prepares redevelopment plans for all CRA areas
- Negotiates tax increment financing and interlocal agreements between the County and CRAs
- Provides countywide policy analysis and recommendations
- Staffs the Tax Increment Financing Coordinating Committee
- Coordinates all municipal and UMSA CRA requests to County for approval of CRA creation, CRA boundaries, financing, land acquisition, and annual budgets
- Provides assessments and recommendations relative to socio-economic impacts of policy implementation
- Provides support to the Social Economic Development Council

FY 2006-07

FY 2007-08

REVENUE MAXIMIZATION

- Maximizes grant opportunities and assists County departments and CBOs in the identification and development of grant funding
- Develops and maintains grants web pages to identify and promote grant opportunities; coordinates County grant initiatives; maintains grants inventory and database; monitors state and federal legislation for potential funding opportunities; and provides grant-related technical assistance, training, and support to departments and CBOs
 Assists Building Better Communities Bond Program by conducting

RFP process for not-for-profit Community Organization Capital Fund

FY 2006-07

FY 2007-0

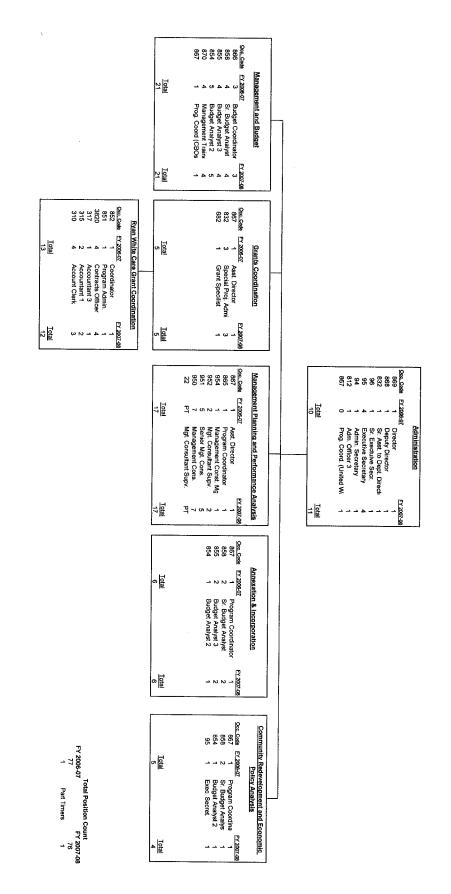
Total Positions

FY 2006-07

FY 2007-08 76

No. of Vacant Positions Value of Vacant Positions

\$279,558



Strategic Business Management

STRATEGIC PLANNING PRIORITIES AND BUDGET HIGHLIGHTS

Economic Development And Er	nabling Strategies And Health and Hun	nan Services
Desired Outcome	Highlights	Performance Impact
ED4-1: Improved infrastructure and redevelopment to attract businesses to underserved and distressed areas (priority outcome)	Created the Community Redevelopment and Economic Policy Analysis Division	Improve coordination of community redevelopment projects and analysis of social and economic impacts of proposed policies; support an estimated 15 CRAs of which 11 are within municipalities and four are located in UMSA
ES8-2: Planned necessary resources to meet current and future operating and capital needs	Ensure effective budgeting and develop helpful forecasting reports	Produce and distribute the Proposed Resource Allocation and Multi-Year Capital Plan in June and produce and distribute the Final Adopted Business Plan, Budget, and Five-Year Financial Outlook in the first quarter of the fiscal year
ES8-2: Planned necessary resources to meet current and future operating and capital needs	Continue implementing the Board of County Commissioners' incorporation policies	Negotiate conceptual agreements with Municipal Advisory Committees in areas considering incorporation; negotiate annexation agreements with municipalities; negotiate interlocal agreements; and coordinate the transition of services to newly incorporated municipalities
ES8-2: Planned necessary resources to meet current and future operating and capital needs	Continue to ensure adequate revenue streams	Perform weekly updates to the grant resources web page on the County web portal to identify federal, state, local, private, and international grant opportunities for County departments and community-based organizations
ES9-5: Continuously improving government (priority outcome)	Continue performance management efforts throughout County government	Increase the number of active automated performance management system users from 425 to 600 and continue to provide technical and training support
ES9-5: Continuously improving government (priority outcome)	Continue seeking opportunities for operational efficiencies and cost savings	Negotiate and sign two new gain- sharing/performance-based bonus program agreements with County departments

ES9-5: Continuously improving government (priority outcome)	Provide employee incentives for operational efficiencies and cost savings	Close out all gainsharing Memoranda of Understanding prior to the second pay period in December of each year
HH4-1: Healthier community (priority outcome)	Continue promoting independent living through early intervention and support services	Prepare the County's annual Ryan White Grant application, in compliance with all federal requirements, and obligate all direct Ryan White client service grant funds by July

Department: Strategic Business Management

(\$ in 000s)

Department-wide Issues

•

N/A

			GENERAL	DEPARTMENT	AL FINANCIAL	SUMMARY			
			Departm	ent: Strategic	Business Man	agement			
				(\$ in	000s)				
A) OPERATI	NG BUDGET - RE								
		FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
		Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE									
cw	General Fund Countywide	\$2,407	\$2,590	\$3,030	\$3,089	\$3,554	\$4,490	\$4,480	\$4,703
UMSA	General Fund UMSA	\$1,568	\$2,203	\$1,850	\$2,475	\$2,421	\$3,057	\$3,057	\$3,056
PROP	Bond Transaction Fees	\$100	\$100	\$150	\$150	\$0	\$0	\$0	\$0
PROP	CRA Administrative Reimbursement	\$0	\$0	\$0	\$193	\$226	\$524	\$445	\$518
INTERTRNF	Interagency Transfers	\$245	\$736	\$672	\$775	\$707	\$255	\$225	\$225
FED	Carryover	\$2,298	\$776	\$534	\$1,265	\$465	\$0	\$574	\$0
FED	Ryan White Care Act	\$25,386	\$26,561	\$25,754	\$25,540	\$24,551	\$23,999	\$23,999	\$24,125
TOTAL REVI		\$32,004	\$32,966	\$31,990	\$33,487	\$31,924	\$32,325	\$32,780	\$32,627
EXPENDITU									
	Salary	\$3,790	\$4,114	\$4,908	\$5,917	\$5,602	\$6,594	\$5,878	\$6,710
	Overtime Salary	0	0	0	0	0	0	0	0
	Fringe	\$729	\$983	\$1,219	\$1,215	\$1,223	\$1,595	\$1,522	\$1,764
	Overtime Fringe	0	0	0	0	0	0	0	0
	Other Operating	\$27,462	\$27,848	\$25,839	\$25,840	\$23,641	\$24,075	\$24,025	\$24,091
	Capital	\$23	\$21	\$24	\$50	\$96	\$61	\$57	\$62
TOTAL OPEI	RATING RES	\$32,004	\$32,966	\$31,990			\$32,325	\$31,482	\$32,627
	Debt Services	0	0	0	0		0		0
	Reserves	0	0	0	0		0	0	0
	Transfers	0	0	0	0	0	0	0	0
	Other Non- Operating	0	0	0	0	0	0	0	0
EXPENDITU		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPE	NDITURES	\$32,004	\$32,966	\$31,990	\$33,022	\$30,562	\$32,325	\$31,482	\$32,627
	EVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$465	\$1,362	\$0	\$1,298	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	64	73	78	79	74	77	77	76
Full-Time Positions Filled =	63	68	75	75	68		77	
Part-time FTEs Budgeted =	1	1	1	1	1	1	1	1
Temporary FTEs Budgeted =								

Activity: Administr	ation							
A) OPERATING BU	IDGET - REVEN	UES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$0	\$271	\$543	\$888	\$990	\$990	\$988
General Fund UMSA	\$0	\$0	\$127	\$258	\$381	\$405	\$405	\$424
TOTAL REVENUE	\$0	\$0	\$398	\$801	\$1,269	\$1,395	\$1,395	\$1,412
EXPENDITURES								
Salary	\$0	\$0	\$334	\$654	\$1,078	\$1,043	\$1,069	\$1,061
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$0	\$0	\$63	\$146	\$190	\$258	\$243	\$257
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$0	\$0	\$1	\$1	\$1	\$44	\$33	\$44
Capital	\$0	\$0	\$0	\$0	\$0	\$50	\$50	\$50
TOTAL OPERATING EXPENDITURES	\$0	\$0	\$398	\$801	\$1,269	\$1,395	\$1,395	\$1,412
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$398	\$801	\$1,269	\$1,395	\$1,395	\$1,412
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	0	0	5	8	10	10	11	1
Full-Time Positions Filled =	0	0	5	8	10		11	
Part-time FTEs Budgeted =	0	0	0	0	0	0	0	
Temporary FTEs Budgeted =								

Description Actual Actual Actual Actual Actual Budget Projection Base Budg Submission	
	9 11
Time taken to process check requests for Community-based Organizations N/A N/A 2 wks 1 wk	lwk ES9-5

Activity: Annexation	n and Incorpora	tion						
		JES AND EXPEN	IDITURES					
pry or Electrico Be	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE				<u> </u>	<u> </u>			
General Fund UMSA	\$440	\$628	\$424	\$822	\$897	\$997	\$997	\$1,040
TOTAL REVENUE	\$440	\$628	\$424	\$822	\$897	\$997	\$997	\$1,040
EXPENDITURES								
Salary	\$117	\$407	\$306	\$613	\$0	\$649	\$524	\$680
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$50	\$174	\$68	\$112	\$0	\$148	\$124	\$160
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$0	\$0	\$45	\$94	\$0	\$200	\$190	\$200
Capital	\$0	\$0	\$5	\$3	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$167	\$581	\$424	\$822	\$0	\$997	\$838	\$1,040
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$167	\$581	\$424	\$822	\$0	\$997	\$838	\$1,040
REVENUES LESS EXPENDITURES	\$273	\$47	\$0	\$0	\$897	\$0	\$159	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	4	6	6	8	6	6	6	
Full-Time Positions Filled =	4	4	6	7	6		6	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION F	OR THIS AC	TIVITY (AT	BASE LEVE	L)					
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Negotiate and execute service contracts with municipalities to offset potential revenue loss as a result of incorporation and annexation efforts, aggressively promoting our police, fire, and library services	0	0	2	4	4	4	4	4	ES8-2

Comments/Justification: Annexation and incorporation efforts have created a potential for loss of revenue - the division is responsible for contracting with newly incorporating and annexing cities promoting County services thus reducing the potential for loss of revenue

Activity: Communi	ty Redevelopme	nt & Economic F	Policy Analysis					
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$0	\$0	\$0	\$19	\$28	\$0	\$0
General Fund UMSA	\$0	\$0	\$0	\$0	\$8	\$12	\$0	\$0
CRA Administrative Reimbursement	\$0	\$0	\$0	\$193	\$226	\$524	\$445	\$518
TOTAL REVENUE	\$0	\$0	\$0	\$193	\$253	\$564	\$445	\$518
EXPENDITURES								
Salary	\$0	\$0	\$0	\$144	\$388	\$416	\$314	\$360
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$0	\$0	\$0	\$49	\$59	\$93	\$81	\$93
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$0	\$0	\$0	\$0	\$-194	\$51	\$50	\$60
Capital	\$0	\$0	\$0	\$0	\$0	\$4	\$0	\$5
TOTAL OPERATING EXPENDITURES	\$0	\$0	\$0	\$193	\$253	\$564	\$445	\$518
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$193	\$253	\$564	\$445	\$518
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	0	0	0	2	4	5	4	
Full-Time Positions Filled =	0	0	0	2	4		4	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

D) PERFORMANCE INFORMATION FOR THIS ACTIVITY (AT BASE LEVEL) FY 2001- FY 2002- FY 2003- FY 2004- FY 2005- FY 2006- FY 2006- 07 FY 2007-08											
	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
ounty TIF Revenues (in millions)	N/A	N/A	N/A	\$23.0	32.7	19.7	31.9	31.9	ED4-1		
omments/Justification: Revenues col	lected through	n the Tax Inc	rement Fina	ncing Distric	ot						
umber of Community Redevelopment gencies (CRAs)	N/A	N/A	N/A	12	12	11	12	12	NU1-1		
omments/Justification: Number of CF	RAs supported	throughout	Miami-Dade	County							
ercent of total County Urban evelopment Boundary area within CRA stricts	N/A	N/A	N/A	3.1%	4.1%	4.1%	4.1%	4.1%	ED4-1		
omments/Justification: Percent of CF	A districts es	tablished thr	oughout Mia	ımi-Dade Co	unty				<u></u>		

Activity: Managem	ent and Budget							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
·	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$1,535	\$1,487	\$1,736	\$1,336	\$1,297	\$1,485	\$1,503	\$1,669
General Fund UMSA	\$659	\$1,011	\$817	\$822	\$556	\$792	\$804	\$715
Bond Transaction Fees	\$100	\$100	\$150	\$150	\$0	\$0	\$0	\$0
Interagency Transfers	\$245	\$616	\$672	\$775	\$707	\$255	\$225	\$225
TOTAL REVENUE	\$2,539	\$3,214	\$3,375	\$3,083	\$2,560	\$2,532	\$2,532	\$2,609
EXPENDITURES								
Salary	\$2,092	\$2,321	\$2,569	\$2,488	\$1,957	\$1,863	\$1,770	\$1,825
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$346	\$482	\$683	\$463	\$432	\$377	\$470	\$484
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$169	\$444	\$118	\$119	\$146	\$292	\$292	\$300
Capital	\$10	\$7	\$5	\$13	\$25	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$2,617	\$3,254	\$3,375	\$3,083	\$2,560	\$2,532	\$2,532	\$2,609
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$2,617	\$3,254	\$3,375	\$3,083	\$2,560	\$2,532	\$2,532	\$2,609
REVENUES LESS EXPENDITURES	\$-78	\$-40	\$0	\$0	\$0	\$0	\$0	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	27	29	24	23	21	21	21	21
Full-Time Positions Filled =	27	29	24	23	21		21	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes
Emergency Contingency Reserve Balance	N/A	N/A	11.0	25.0	41.0	38.0	61.0	61.0	ES8-1
Comments/Justification: Maintain H	ealty Reserves								
Government Financial Officers	N/A	3.0	3.3	3.3	3.3	3.3	3.4	3.4	ES8-1

Activity: Managem	ent Planning and	d Performance A	nalysis					
A) OPERATING BU	JDGET - REVENU	JES AND EXPEN	IDITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$872	\$913	\$831	\$924	\$967	\$1,575	\$1,575	\$1,630
General Fund UMSA	\$469	\$492	\$391	\$437	\$415	\$675	\$675	\$699
Interagency Transfers	\$0	\$120	\$0	\$0	\$0	\$0	\$0.	\$0
TOTAL REVENUE	\$1,341	\$1,525	\$1,222	\$1,361	\$1,382	\$2,250	\$2,250	\$2,329
EXPENDITURES								
Salary	\$1,159	\$896	\$907	\$1,060	\$1,064	\$1,497	\$1,124	\$1,559
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$200	\$176	\$214	\$207	\$254	\$393	\$294	\$413
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$168	\$711	\$95	\$67	\$43	\$360	\$340	\$357
Capital	\$9	\$11	\$6	\$27	\$21	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$1,536	\$1,794	\$1,222	\$1,361	\$1,382	\$2,250	\$1,758	\$2,329
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$1,536	\$1,794	\$1,222	\$1,361	\$1,382	\$2,250	\$1,758	\$2,329
REVENUES LESS EXPENDITURES	\$-195	\$-269	\$0	\$0	\$0	\$0	\$492	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	18	20	20	16	12	17	17	17
Full-Time Positions Filled =	17	17	17	13	9		17	
Part-time FTEs Budgeted =	1	1	1	1	1	1	1	1
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Personnel Trained in the Active Strategy System	N/A	N/A	N/A	338	500	500	500	600	ES9-2		
Comments/Justification: Currently our goal is to have complete our "Train the Trainer" portion so they in turn can deploy the training throughout their departments											
						<u> </u>			· · · · · · · · · · · · · · · · · · ·		
Percentage of departments shopped per year	N/A	50	50	50	50	N/A	N/A	N/A	ES1-2		
, ,	<u> </u>							N/A	ES1-2		
per year	<u> </u>	nctions was t	ransfereed to					N/A	ES1-2 ES9-5		

Activity: Revenue I	Maximization							
A) OPERATING BU	JDGET - REVEN	JES AND EXPEN	IDITURES		· · · · · · · · · · · · · · · · · · ·			
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
General Fund Countywide	\$0	\$190	\$192	\$286	\$383	\$412	\$412	\$416
General Fund UMSA	\$0	\$72	\$91	\$136	\$164	\$176	\$176	\$178
TOTAL REVENUE	\$0	\$262	\$283	\$422	\$547	\$588	\$588	\$594
EXPENDITURES								
Salary	\$0	\$0	\$235	\$329	\$454	\$447	\$413	\$444
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$0	\$0	\$46	\$65	\$87	\$108	\$107	\$115
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$0	\$0	\$2	\$28	\$5	\$33	\$25	\$35
Capital	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$0
TOTAL OPERATING EXPENDITURES	\$0	\$0	\$283	\$422	\$547	\$588	\$545	\$594
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$0	\$0	\$283	\$422	\$547	\$588	\$545	\$594
REVENUES LESS EXPENDITURES	\$0	\$262	\$0	\$0	\$0	\$0	\$43	\$0

B) POSITIONS								
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	0	3	7	5	5	5	5	5
Full-Time Positions Filled =	0	3	7	5	5		5	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired			
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes			
Percent of statisfactory rating received from County Departments and/or Community-based Organizations on quality to grants training provided	N/A	N/A	N/A	95%	95%	95%	95%	98%	ES8-2			
Comments/Justification: Indicates satisfaction of grant training sessions held with County Departments and/or Community-based organizations												
Grant dollars received as part of OSBM revenue enhancement activities (in millions)	n/a	n/a	\$6.7	\$32.5	25.8	40.0	56.5	\$40.0	ES8-1			
Comments/Justification: Reflects funding	ng received t	hrough Febr	uary 2006									
Respondents expressing satisfaction						_ 	r					
with grant writing and technical assistance training (community-based organizations, district and department workshops)	n/a	n/a	90%	95%	95%	98%	98%	98%	ES8-2			
comments/Justification: Percent depicts percent of above satisfactory ratings by participants of the OSBM grant writing and technical assistance training essions												

Activity: Ryan Whit	te							
A) OPERATING BU	IDGET - REVENI	JES AND EXPEN	DITURES					
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base
REVENUE								
Carryover	\$2,298	\$776	\$534	\$1,265	\$465	\$0	\$574	\$0
Ryan White Care Act	\$25,386	\$26,561	\$25,754	\$25,540	\$24,551	\$23,999	\$23,999	\$24,125
TOTAL REVENUE	\$27,684	\$27,337	\$26,288	\$26,805	\$25,016	\$23,999	\$24,573	\$24,125
EXPENDITURES								
Salary	\$422	\$490	\$557	\$629	\$661	\$679	\$664	\$781
Overtime Salary	0	0	0	0	0	0	0	0
Fringe	\$133	\$151	\$145	\$173	\$201	\$218	\$203	\$242
Overtime Fringe	0	0	0	0	0	0	0	0
Other Operating	\$27,125	\$26,693	\$25,578	\$25,531	\$23,640	\$23,095	\$23,095	\$23,095
Capital	\$4	\$3	\$8	\$7	\$49	\$7	\$7	\$7
TOTAL OPERATING EXPENDITURES	\$27,684	\$27,337	\$26,288	\$26,340	\$24,551	\$23,999	\$23,969	\$24,125
Debt Services	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0
OthNonOper	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	\$27,684	\$27,337	\$26,288	\$26,340	\$24,551	\$23,999	\$23,969	\$24,125
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$465	\$465	\$0	\$604	\$0

	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	FY 2006-07	FY 2006-07	FY 2007-08
	Actuał	Actual	Actual	Actual	Actual	Budget	Projection	Base
Full-Time Positions Budgeted =	15	15	16	17	16	13	13	12
Full-Time Positions Filled =	15	15	16	17	13		13	
Part-time FTEs Budgeted =								
Temporary FTEs Budgeted =								

	FY 2001- 02	FY 2002- 03	FY 2003- 04	FY 2004- 05	FY 2005- 06	FY 2006- 07	FY 2006-07	FY 2007-08	Desired		
Description	Actual	Actual	Actual	Actual	Actual	Budget	Projection	Base Budget Submission	Outcomes		
Total number of unduplicated HIV+ clients served by Ryan White Title 1 Program	n/a	n/a	11500	11232	9988	10200	10200	11000	HH4-4		
Comments/Justification: Figures reflect a reduction in clients served due to reductions in federal funding											
Percentage of funds expended as part of the Ryan White HIV/AIDS Treatment Modernization Act Grant*	n/a	n/a	n/a	98.3%	97.7%	98%	98%	98%	HH4-4		

F) FY 2006	F) FY 2006-07 REDUCTIONS IF NECESSARY FOR THIS ACTIVITY (IN PRIORITY ORDER) (FROM BASE)											
PRIORITY	DESC.	CW COST	UMSA COST	OTHER COST	TOTAL COST	SALARY	FRINGE	OTHER OPER.	CAPITAL	APPROVED?	POSITION CHANGE	RELATED OUTCOME
1	One Accoutant 1 position	0	0	44	44	30	14	0	0	Yes	-1	HH4-4
COMMENT	COMMENTS/JUSTIFICATION: Due to reduction in federal funding, the position has been held vacant. It will be eliminated in FY 2007-08.											

PAYMENTS TO AND FROM OTHER DEPARTMENTS

Department: Strategic Business Management

(\$ in 000s)

PAYMENTS TO BE MADE <u>TO</u> OTHER DEPARTMENTS FROM STRATEGIC BUSINESS MANAGEMENT

Department(to)	Reason and Source		FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Total Transfe	er to other	Departments								

PAYMENTS TO BE MADE $\underline{\mathsf{FROM}}$ OTHER DEPARTMENTS TO STRATEGIC BUSINESS MANAGEMENT

Department(from)	Reason and Source	Confirmed?	FY 2001- 02 Actual	FY 2002- 03 Actual	FY 2003- 04 Actual	FY 2004- 05 Actual	FY 2005- 06 Actual	FY 2006- 07 Budget	FY 2006-07 Projection	FY 2007-08 Base Budget Submission
Finance	Salary Reimbursement	No	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175
Metropolitan Planning Organization	Salary Reimbursement	No	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
HHIIGINAGG I	Ryan White - Salary Reimbursement	No	\$30	\$30	\$30	\$30	\$30	\$30	\$0	\$0
	Total Transfer from other	\$255	\$255	\$255	\$255	\$255	\$255	\$225	\$225	

may include capital funds as well

SELECTED LINE ITEM HIGHLIGHTS

Department: Strategic Business Management

(\$ in 000s)

Line Item Highlight	Subobject(s)	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Actual	FY 2004-05 Actual	FY 2005-06 Actual	FY 2006-07 Budget		FY 2007-08 Base Submission
Legal Notices	31410 and 21030	\$0	\$0	\$43	\$97	0	\$101	\$101	\$81
Travel Costs	31210	\$11	\$24	\$58	\$27	0	\$32	\$32	\$40
Ryan White Grant (Federal Funding)		\$25,386	\$26,693	\$25,578	\$25,983	0	\$24,026	\$24,026	\$23,999